

Training Makes A Big Difference

- Prospective caregivers in all settings complete competency-based training
- All training is conducted on site and on the job



- Each program has a Training and Curriculum Specialist

Training Makes A Big Difference

- All training materials are nationally recognized
- All training is transferable across services and programs
- All promotions are tied to training
- Child Development Associate credential encouraged



Caregiver Compensation and Training

- Link wage/benefits package to completion of training
- Link advancement to performance: “up or out” policy
- Caregiver wage range: \$6.52 - 8.98/hr. (not including benefits)



Increased morale, lower
turnover



Improved care
delivery

Cost-sharing Ensures Affordable Care

- Military parents pay fees
- Quality child care costs more than most military parents can afford
- Dollar for dollar match in centers
- The government share supports the system, not the individual
 - Government share pays for administration, training, oversight, resource and referral, supplies and equipment

The Military Parent Share



- 51% of families are in categories I and II

Income Category	Total Family Income (\$000)	DoD Weekly Fee Range (\$)
I	< 23.0	\$36 - 49
II	23.0 - 34.0	46 - 59
III	34.0 - 44.0	56 - 71
IV	44.0 - 55.0	69 - 80
V	> 55.0	81 - 92

The average CDC weekly fee is \$65.00

**What can this mean
for others?**

Possible Shorter-term Options

- **Strengthen oversight of programs:**

Unannounced inspections

Importance of consequences

- **Install statewide hotlines:**

Require rapid response

Publicize

Possible Longer-term Options

- Consider subsidies that go directly to programs

- Consider the systematic approach

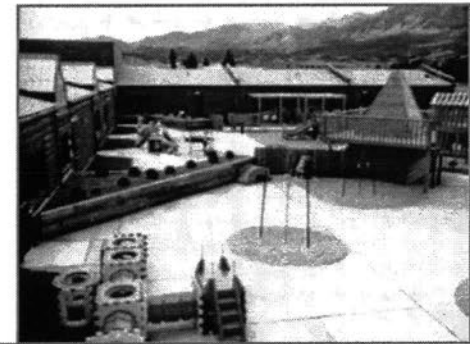
- Require comparable standards and oversight across all care settings

Possible Longer-term Options

- Link wage increases to caregiver training and performance

- Require outside accreditation

What We Look Like Now . . .



The DoD Obligation

“Supporting the care and development of children is a responsibility that the DoD willingly assumes in return for the dedication and sacrifice our military members make in defense of the nation.”

*Report from Secretary of Defense
William S. Cohen:
“Our Children, America’s Future” (3/97)*

For More Information

- For more information on the Military Child Development Program . . .

**Visit the Department of Defense
Office of Family Policy Web site:
<http://dticaw.dtic.mil/mapsite>**

or

**Call The National Clearinghouse
for The Military Child Development Program:
Toll-free 1-888-CDP-3040**

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

4

Divider Title: _____

CHILD CARE SYSTEM

DoD considers child care a **workforce issue**. It impacts the effectiveness and readiness of the force.

- There are over 1.3 million children under the age of 18
- There are more than 345,000 children under age 3
- 60% of the active duty force is married
- Each year over 109,000 children are born to active duty members
- Active duty service members move about every 3 years
- Service members are young and tend to become parents at a younger age. The average is 28.5 years old
- 65% of the military spouses are employed outside the home
- Military parents are frequently geographically separated from their extended families

Availability and affordability of child care is a real quality of life issue for service members. Child care is critical to the Department of Defense's "bottom line."

Child care enhances DoD's ability to attract and retain a high caliber workforce. Secretary of Defense William S. Cohen says it best:

"Supporting the care and development of children is a responsibility that DoD willingly assumes in return for the dedication and sacrifice our military members make in defense of the nation."

For more information contact:

Department of Defense Office of Family Policy

4015 Wilson Blvd, Suite 917
Arlington, VA 22203-5190
1 • 888 • CDP • 3040



THE MILITARY CHILD DEVELOPMENT SYSTEM

**MAKING A DIFFERENCE
IN CHILD CARE**



**CHILD CARE
SYSTEM**



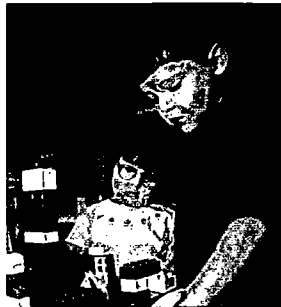
Department of Defense

CHILD CARE SYSTEM

CHILD CARE SYSTEM

The Department of Defense (DoD) Child Care System is the largest employer-sponsored program in the country; serving over 200,000 children (ages birth - 12) daily. It includes Child Development Centers, Family Child Care (FCC) homes, School-Age Care (SAC) Programs, Resource and Referral Programs (R&R).

Through these delivery systems, DoD offers full-day, part-day, and hourly child care; part-day preschools, before and after school programs for school-age children, and extended hour care including nights and weekends. There are approximately 1.29 million children of active-duty personnel. Based on this number and a projected military force of 1.4 million, DoD needs approximately 297,000 child care spaces. DoD's goal is to provide at least one affordable child care option for every member who needs it. As of 1996, there were over 166,000 spaces.



CHILD DEVELOPMENT CENTERS

Child Development Centers at over 300 locations provide care for children 6 weeks to 12 years of age. Most child care facilities operate between the hours of 6:00 a.m. and 6:30 p.m., Monday - Friday. Over the past 15 years, the Services have tested 24-hour care in centers. The results repeatedly show low usage and exorbitant costs. Because the mission can require unusual hours including shift work, nights and weekends, DoD has developed an extensive network of FCC homes to provide this care.

RESOURCE AND REFERRAL (R&R) PROGRAMS

R&R Programs are available at most military installations. Additionally, many R&R Programs offer referrals to child care in the local community. Since it is impossible to meet 100% of the need on the installation, R&R services are critical to our ability to help military families secure quality child care.



SCHOOL-AGE CARE PROGRAMS (SAC)



School-Age Care Programs (SAC) are offered for children (ages 6 to 12 years) before and after school, during holidays, and summer vacations. This is the last need to be addressed, and these programs are expanding. A 1995 Secretary of Defense budget initiative funded over 20,000 new SAC spaces. DoD policies encourage the use of youth centers and other suitable facilities for School-Age Care.



FAMILY CHILD CARE (FCC)

FCC programs consist of in-home care provided by certified providers living in government-owned or leased housing. There are over 9,700 licensed and trained FCC providers. Families rely upon FCC to provide night, weekend, and unusual hours care. To ensure comparable quality of care, FCC programs are inspected in the same manner as the center programs. All providers have completed background checks, and receive a comparable amount of training as those working in the centers.

OTHER FACTORS

If a military installation is using the formula to determine local need, there are a number of other factors that must be considered. These include:

- Local employment rates
- Age range of families (child bearing age)
- Availability of relatives to assist families with child care
- Current child care vacancies
- Cost of available child care services in the area
- Ability of public schools to offer before-and after-care
- Location of the installation (Urban vs. rural community)
- Number of shift/factory workers
- Types and skill level of jobs available in the community (service, technical etc.)
- Percentage of the population who relocate annually

In 1992, DoD established an aggressive plan to meet the need for child care for military and civilian employees. The steps are described in the 1992 Report to Congress. They included:

- Development of a standard method for measuring waiting lists and unmet demand
- Increasing the number of center spaces used for full day care by moving other programs such as School-Age Care (SAC) and part day programs to other suitable facilities
- Expanding Family Child Care (FCC) Program by providing more funds for oversight and resource libraries

- Using direct cash subsidies to FCC providers as an incentive to become providers or to offer child care that was in limited supply
- Establishing resource and referral programs to help families find care in the local communities when military programs are at capacity
- Supporting military construction programs

By knowing the projected need for care, DoD was able to vigorously pursue funding to implement this plan and to increase the amount of child care available. As of 1996, the projected need for child care is slightly over 297,000 spaces. There were over 166,000 spaces in the three military Child Development Programs (centers, FCC homes and SAC Programs). DoD is meeting just 56% of the projected need for care. Our goal is to meet 65% of the need by the year 2000. Our future success will depend on expansion of current military Child Development Programs, and through partnerships in the communities and surrounding military installations.

For more information contact:

Department of Defense Office of Family Policy

4015 Wilson Blvd, Suite 917
Arlington, VA 22203-5190
1 • 888 • CDP • 3040



THE MILITARY CHILD DEVELOPMENT SYSTEM

MAKING A DIFFERENCE IN CHILD CARE



THE NEED FOR CHILD CARE



Department of Defense

THE NEED FOR CHILD CARE

PROJECTING THE NEED FOR CHILD CARE

The Nation is experiencing a critical shortage of child care in some locations, especially for infant, toddler, and non-traditional child care. Determining how much child care is needed in a community is a complex issue. Actually, meeting the need for affordable, quality child care can be an even greater challenge.

In 1989, The Military Child Care Act (MCCA) required the Department of Defense (DoD) to determine the need for child care for military and civilian members, and develop a plan to meet that need. The DoD experience may be helpful to States or communities in the United States as they struggle to determine their needs. This brochure describes how DoD determined its child care needs, and developed a plan to meet those needs.

With the United States Air Force taking the lead, a formula was developed to determine the need. Very early into the development of the formula it became apparent that there was confusion over the definitions of potential need, demand versus unmet demand and availability.

Therefore the following definitions were used:

Potential need - the number of children, ages birth-12 years, whose parents work outside the home, and need some type of child care (full-day, part-day, or hourly care). This may include both on or off-installation child care.

Demand - the number of children whose parents request child care from a military Child Development Program.

Unmet Demand - the number of children whose parents request child care from the military and for whom no space is available. It includes parents who cannot go to work because child care is unavailable.

Availability - the number of child care spaces currently available to families on the installation.

The DoD formula projects need in the Macro sense or the overall department-wide need. Although it may be used at the local level, it must be adapted if used to determine need at a singular installation. The factors that must be used when the formula is used at the local level are described in the 1992 Report to Congress "The Potential Demand for Child Care within the DoD and a Plan to Expand Availability." This report may be ordered from the Military Child Development Program Clearinghouse whose address is shown on the back of this brochure.

The DoD formula measures the need for care for children 0-12 years of age and is updated every other year. Over time, slight modifications have been made to more accurately calculate the need. The need is broken out in two age groups: children 0-5 years of age and 6-12 years of age.

MEASURING THE NEED

The formula is based on:

- Total number of military and civilian employees
- The total number of children of both military and civilian families broken out by age groups 0-5 and 6-12
- Percentage of children of single parents
- Percentage of children of dual working parents
- Percentage of parents who are employed full-time outside the home
- Percentage of parents who are employed part-time outside the home
- Percentage of families with more than one child
- Percentage of families living in a foreign countries
- Percentage of parents who live in housing on the installation



LINKING PROVIDERS AND PARENTS

There is a single point of entry for all Child Development Programs. FCC providers are linked to the Child Development Program through the FCC Office. Once FCC providers are certified, their names are placed on a central referral list. Parents who request care are given a list of providers and are encouraged to interview several providers to determine the most appropriate setting for their child. Ratios in the FCC homes are strictly enforced. The maximum number of children a provider may care for is determined by the size of the housing and age of the children. Most providers can care for no more than 6 children, including their own under the age 8.

FUNDING

In addition to paying the costs of administration, inspections, and training, DoD provides access to extensive resource lending libraries which loan equipment such as cribs, changing tables, high chairs, toys, books, and supplies. The Military Child Care Act (MCCA) of 1989 also authorized the use of direct cash subsidies to help increase the availability, affordability, and quality of care. Direct subsidies include cash payments to providers. This authority is most commonly used as an incentive for providers to offer the much needed care for infants and toddlers.

DOES DoD SET CHILD CARE FEES FOR FCC PROVIDERS?

In most cases, the providers set their own fees for child care services. Providers are independent contractors. They negotiate fees directly with parents. Fees may vary based on the child care services provided. During orientation training, providers learn about contracts and what to consider when setting fees. Most providers set their fees within range charged by the Child Development Center.

The installation commander sets the fees providers charge parents only when providers receive direct cash subsidies as authorized by the MCCA. Use of direct cash subsidies varies from base to base and depends on the availability of child care in the local area. When child care is either scarce or very expensive in the local area, a commander is more inclined to authorize direct cash subsidies.

For more information contact:
**Department of Defense
Office of Family Policy**

4015 Wilson Blvd, Suite 917
Arlington, VA 22203-5190
1 • 888 • CDP • 3040



THE MILITARY CHILD DEVELOPMENT SYSTEM

MAKING A DIFFERENCE IN CHILD CARE



**FAMILY CHILD CARE
(FCC)**



Department of Defense

FAMILY CHILD CARE (FCC)

WHAT IS DoD FAMILY CHILD CARE?

Family Child Care (FCC) is care provided in government owned or leased housing, usually by the spouses of activity duty military personnel. The Department of Defense (DoD) treats Family Child Care as a full partner in the DoD Child Development Program and requires comparable training, inspections, and background checks as the other two programs - centers and School-Age Care.

The FCC system provides approximately 35% of the DoD child care capacity. There is a network of over 9,700 FCC homes at 300 military bases world-wide. Because the housing is located on military installations (Federal property), child care provided in these homes is not subject to state licensing requirements. DoD is therefore responsible for licensing and oversight of both the homes and providers.

FCC providers care for children newborn to 12 years of age; to include sick and special needs children. In addition to full-day, part-day, and hourly care, FCC offers flexible child care services. These services include extended hour and weekend care to accommodate shift work, and long term care during military deployments. Like the rest of the Nation, child care for families who work non-traditional hours can be a problem. FCC supports these unique child care needs of military families, especially for single

parents and dual military couples. Family Child Care providers often provide extended care during deployments and are trained accordingly.

To ensure comparability of care in all programs, FCC providers are screened, trained, and held to standards similar to those who work in centers. All FCC homes and providers are monitored monthly by professional FCC staff. They also undergo quarterly unannounced inspections including fire, safety and health, and program inspections. These unannounced inspections help ensure safe, quality care.

WHAT DOES IT TAKE TO BE A DoD FCC PROVIDER?

DoD policy states that being a Family Child Care provider "is a privilege not a right that is extended to only the best qualified applicants." This means that all FCC providers must apply and be approved before they are licensed to provide child care in their government housing. Before they are approved, they and all others living in the home who are over the age of 12 must undergo comprehensive background checks. In addition, FCC monitoring staff conduct in-home pre-certification interviews with the prospective provider and the family to determine suitability for being a FCC provider.

All providers must complete:

- Basic Orientation training
- Core training program of 15 modules
- 24 hours of annual training.

Orientation training must be completed before they are allowed to provide care. This training includes:

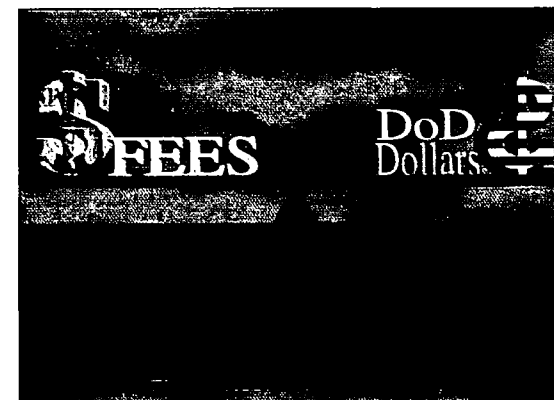
- Child abuse identification, prevention and reporting
- First aid and CPR
- Child Development
- Child guidance techniques
- Working in a multi-age setting
- Fire, safety, and health procedures
- Business practices

In addition, DoD has developed 15 training modules based on the Child Development Associate (CDA) functional areas. The modules are specific to the FCC setting. Family Child Care administrators or other Training Specialists work with providers in one-on-one and small group settings as they complete the modules. After they have completed the modules, providers must complete 24 hours of training each year.



THE MILITARY CHILD DEVELOPMENT SYSTEM

**MAKING A DIFFERENCE
IN CHILD CARE**



**FUNDING, FEES,
AND QUALITY**

FAMILY CHILD CARE (FCC)

All costs for the administration, oversight and training of FCC providers are paid with government appropriated funds. These funds also provide resource materials, supplies, and safety equipment, and are available through FCC lending libraries.

In most cases, FCC Providers are private contractors and negotiate fees directly with parents. The Military Child Care Act (MCCA) of 1989 authorized the use of appropriated funds to directly subsidize FCC providers so that care in the FCC home could be provided at a cost comparable to care in centers. The use of this authority varies widely, however, when providers do receive direct cash subsidies, the installation commander may impose restrictions on the amount the provider can charge. In these cases, the fees the providers charge are comparable to fees in the Child Development Center.

At some installations, it is difficult to meet the need for child care, especially for infants and toddlers. Commanders can use direct cash subsidies as an incentive to expand child care services and keep fees affordable for young families. See the DoD pamphlet "Family Child Care" for more information on subsidies to FCC Providers.

IMPLICATIONS FOR QUALITY

Funding has a direct impact on the quality of programs and the outcomes for children. DoD is committed to adequate funding for the Child Development Program. This funding allows all of the child care programs to provide stimulating, appropriately equipped environments staffed with trained personnel. Dedicated funding ensures safe and healthy facilities, appropriate staff-to-child ratios, highly trained caregiving staff that view child care as a profession, skilled administrators, and adequate supplies and equipment.

For more information contact:

Department of Defense Office of Family Policy

4015 Wilson Blvd, Suite 917
Arlington, VA 22203-5190
1 • 888 • CDP • 3040



Department of Defense

FUNDING, FEES, AND QUALITY

QUALITY AND AFFORDABILITY

In a recent study published by the University of Colorado at Denver, the relationship between the cost and quality of child care provided in centers was examined. The study demonstrates that cost is directly related to the quality of child care. The study notes a gap between what parents can afford to pay for care and the cost of quality care. The Department of Defense (DoD) experience supports the study findings that sufficient funding is essential to quality child care. The Defense Department uses government funds provided by Congress (appropriated funds) to reduce the cost of child care for military parents while improving the quality.

This government funding goes directly to the Military Child Development Program through three major components: Child Development Centers, Family Child Care (FCC), and School-Age Care (SAC) programs. Appropriated funds are budgeted annually at the military installation level. All parents in military Child Development Programs pay for child care, however, the amount they pay varies depending on the component.

All DoD (government) funds are provided directly to the program in the form of program subsidies and are used to pay for salaries, supplies, equipment, and training costs. This varies from other Federal funds, such as the Child Care Block Grant funds which usually go from states directly to the parents in the form of vouchers.

CHILD DEVELOPMENT CENTERS

DoD policy requires the military services to match the total amount of funds raised from parent fees with government funds. This policy applies to Child Development Centers only and is referred to as the "50/50" match. These government funds cover the administration, Training Specialists' salaries and associated training costs, equipment, supplies, food service, and the maintenance and utility costs of the centers. As previously stated, the government funds are provided directly to the program not the parents.

The fees charged to Military Child Development Center users are based on their total family income. DoD publishes child care fee ranges each year for all military centers. The local Commanders set the installation fees within the ranges. Parents on the low end of the scale pay approximately one-third of the total cost of care, while parents on the high end pay approximately two-thirds.

During 1996, the average fee paid by military center users was \$65 per week. The fee usually includes up to 11 hours of care per week and Department of Agriculture approved meals (breakfast, lunch, and two snacks). The income collected from parent fees is used to pay the wages of caregivers who work directly with children.

DoD FEE POLICY FOR SCHOOL YEAR 1997-98

Category	Family Income	Weekly Fee Range
I	\$0-23,000	\$37-50
II	\$23,001-34,000	\$47-60
III	\$34,001-44,000	\$57-72
IV	\$44,001-55,000	\$70-82
V	\$55,000+	\$83-94

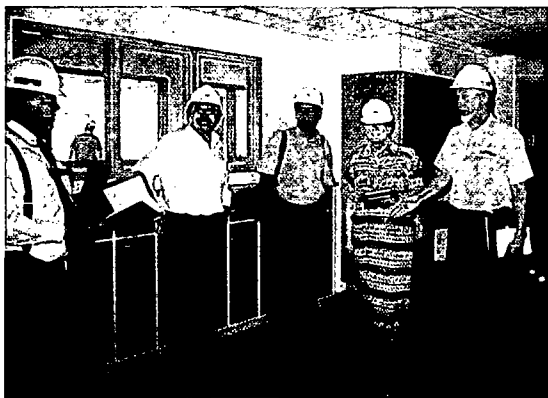
SCHOOL-AGE CARE (SAC)

Like the Child Development Centers, the School-Age Care Program is funded with a mix of parent fees and government appropriated funds. A sliding scale fee policy based on total family income will be implemented in 1998.

**FUNDING IS
ESSENTIAL FOR
QUALITY CHILD
CARE PROGRAMS**

ACCREDITATION

The national accreditation process provides an external review of the quality of the DoD Child Development Centers. Over 75% of eligible DoD Child Development Centers are accredited, as compared to the national average of 5 - 8%. It is DoD policy that all eligible Child Development Centers meet accreditation standards. Meeting this additional standard of program excellence gives parents a sense of well-being about the quality of care their children receive. The Military Services are also pursuing accreditation for FCC homes and SAC programs.



DoD HOTLINE

An added safety precaution is the world-wide DoD 1-800 Hotline to report child abuse and safety violations in DoD sponsored Child Development Programs. All calls are thoroughly investigated.

The combination of DoD inspections and certification, the DoD Hotline, and outside accreditation provides accountability at all levels.

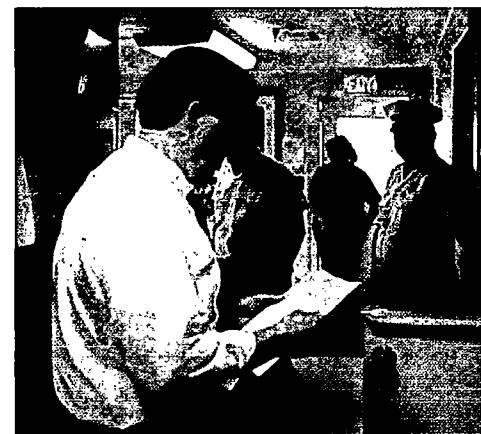
For more information contact:
**Department of Defense
Office of Family Policy**

4015 Wilson Blvd, Suite 917
Arlington, VA 22203-5190
1 • 888 • CDP • 3040



THE MILITARY CHILD DEVELOPMENT SYSTEM

**MAKING A DIFFERENCE
IN CHILD CARE**



OVERSIGHT



Department of Defense

OVERSIGHT

OVERSIGHT ENSURES QUALITY

The Department of Defense (DoD) Child Development Program has been singled out by national leaders in the early childhood community as an example of high quality affordable child care. While some believe that the quality is because DoD's standards are higher, this is not the case. An evaluation has shown that military standards fall in the middle of the state standards.

DoD believes that the quality of military programs is directly linked to strict oversight and adherence to standards. DoD has one of the most stringent inspection processes in the Nation. DoD policy requires a minimum of quarterly unannounced inspections which result in a DoD "Certificate to Operate" - the equivalent of a state license.

In addition, Child Development Centers must comply with national accreditation standards. The Office of the Secretary of Defense also maintains a 1-800 Hot Line which allows parents to report safety or child abuse concerns in any military Child Development Program.

Equally important is the requirement that all programs, including centers, School-Age Care (SAC) Programs, and Family Child Care (FCC) providers receive comparable inspections. Again, all inspections are unannounced.

INSPECTIONS ENSURE ACCOUNTABILITY

The quarterly inspections include three conducted by installation personnel and include fire; health and safety; and program inspections. The results of these inspections are reported to the installation commander. A fourth inspection is conducted by a representative(s) from higher headquarters. It includes a review of safety and health requirements, as well as curriculum, staff, and training programs. Parent interviews are conducted periodically as part of this inspection process. Finally, random unannounced inspections are conducted by the Military Service Headquarters and the Office of the Secretary of Defense to ensure compliance.

DoD maintains a strict "fix, waive, or close" policy for any non-compliance with standards, especially those relating to health, fire, and safety. Failure to comply with standards can (and does) result in the immediate closure of both centers and FCC homes. If a program fails to comply with the standards, and a reasonable compensatory measure cannot be determined, the program is closed. While this tough policy has seemed punitive at times, early enforcement of the policy has produced an extraordinary level of compliance. Today, few programs request or operate under waivers.

DoD CERTIFICATION

Because DoD Child Development Programs operate on federal property, they are not subject to State and local child care licensing. DoD Child Development Programs meet comprehensive certification standards based on State standards and established by DoD and the Military Services. DoD certification requires a thorough review of programs and places special emphasis on staffing, health and nutrition, safety, and the physical environment. Uniform certification requirements ensure a comparable quality program from one military installation to another thus providing Service Members with consistency wherever they are stationed.



DEPARTMENT OF DEFENSE
CERTIFICATE TO OPERATE
the
Child Development Program
at

is in compliance with
DODI 6060.2, "Child Development Programs"
and is authorized to provide
child development program services
until

Department Secretary of Defense

Service (DoD) or Defense Agency Director

WAGES LINKED TO TRAINING

Prior to 1990, most military caregivers, like their civilian counterparts, received minimum wages and few benefits. This contributed to staff turnover of up to 300% in some locations. The turnover resulted in poor quality care, high training costs, and vacant rooms in Child Development Centers.

In 1989 Congress passed the Military Child Care Act. This act required the Department of Defense (DoD) to test the effects of improved wages and benefits (sick and vacation days, health care coverage, and insurance) in DoD Child Development Centers. The law required caregiver wages to be comparable to other salaries paid on military installations. It was no surprise that the improved wages reduced the turnover and improved the quality and amount of child care available.

Today, turnover is below 30% annually. Most of the current turnover is the result of the normal transfer of the caregiver's military spouse. Because of the standardized training programs, when caregivers relocate, personnel offices work to help them transfer to the Child Development Program at their new installation. While the impact has not been quantified, facilitating the transfer of trained child care personnel within DoD has saved an enormous amount of training time and costs.

The caregiver wage plan is tied to the completion of training and demonstrated competency in working with children. A child

caregiver with a high school diploma enters the system at approximately \$7.00 per hour plus benefits. After successful completion of training, wages increase to over \$9.00 per hour. To remain employed in the DoD Child Development Program, caregivers must complete training and demonstrate competency.

The DOD wage and training plan has:

- Increased morale
- Improved the quality of care
- Reduced staff turnover
- Increased the availability of child care
- Facilitated the transfer of trained personnel within DoD

For more information contact:

Department of Defense Office of Family Policy

4015 Wilson Blvd, Suite 917
Arlington, VA 22203-5190
1 • 888 • CDP • 3040



THE MILITARY CHILD DEVELOPMENT SYSTEM

MAKING A DIFFERENCE IN CHILD CARE



TRAINING AND WAGES



Department of Defense

TRAINING AND WAGES

TRAINING – KEY INDICATOR OF QUALITY CARE

All personnel who care for children in military Child Development Programs, regardless of the setting, are held to strict training standards. This includes child development center personnel, Family Child Care (FCC) providers, and School-Age Care (SAC) staff. All Child Development Program training is competency-based, and skills must be demonstrated in the child care setting. The training program is based on the 13 Child Development Associate (CDA) competencies developed by Head Start.

There are three separate series of training modules, one for each program. While the skills and knowledge are similar, the modules are adapted to the type of care provided (center care, SAC or FCC). This pamphlet describes the training of Child Development Center Caregivers only. Completion of training is linked to retention, promotion and pay raises. All center caregivers must complete the training program or they are not retained. The training consists of :

- Orientation Training
- Core Competency Training
- Annual In-Service Training

ORIENTATION TRAINING

All newly hired caregivers complete 6-8 hours of orientation training before they are allowed to work directly with children. Orientation training includes :

1. Child abuse identification, reporting and prevention
2. First aid and CPR procedures
3. Age-appropriate activities
4. Child guidance techniques
5. Health and sanitation procedures
6. Parent and family relations

CORE COMPETENCY TRAINING

After completing orientation training, caregivers may begin work with children while they complete work on 15 competency-based training modules. The modules follow the functional areas of the nationally recognized CDA credential program. Caregivers complete the modules for the age group with which they work.

Caregivers work through the modules at their own pace with the support of a trainer, and they must complete the competency training within two years in order to be retained. Training is conducted in small groups, through classroom demonstrations, and in one-on-one settings. While working through the modules, caregivers are observed for demonstrated on-the-job competency.

ANNUAL TRAINING

On-going training is a key to maintaining quality caregiving skills. After completing the training modules, all caregivers must complete 24 hours of training annually. Working with the trainer, they develop their annual training plan which includes refresher training on child abuse identification, reporting and prevention, safety, health, and developmental program updates. Caregivers and trainers work together to determine areas that need strengthening. Caregivers may devote their annual training towards preparing for the CDA credential award. To date there are over 1,900 military caregivers who have received the CDA credential.



Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

5

Divider Title: _____



Department of Defense Child Care System

The Department of Defense (DoD) Child Care System is the largest employer sponsored program in the country serving over 200,000 children (newborn - 12) daily. It includes child development centers, family child care homes, school-age care programs, and resource and referral services. Through these delivery systems DoD offers full-day, part-day, and hourly child care, part-day preschools, before and after school programs for school-age children, and extended hour care which includes nights, weekends, and care for shift workers. There are approximately 1.25 million children of active-duty personnel. Based on this number and a projected military force of 1.4 million, DoD needs 297,635 spaces. DoD's goal is to provide at least one affordable child care option for every member who needs it. As of 1997, there were 171,323 spaces.

- **CHILD DEVELOPMENT CENTERS** at over 300 locations provide child care for children 6 weeks to 12 years of age. Most child care facilities operate between the hours of 6:00 a.m. and 6:30 p.m., Monday - Friday. The DoD centers are over 83% accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children (NAEYC). Over the past 15 years the Services have tested 24-hour care in centers. The results repeatedly show low usage and exorbitant costs. Because the mission can require unusual hours including shift work, nights, and weekends, DoD has developed an extensive network of Family Child Care Homes to provide this care.
- **FAMILY CHILD CARE (FCC)** programs consist of in-home care provided by certified providers living in government owned or leased housing. There are over 9,700 licensed and trained FCC providers. Families rely upon FCC to provide night, weekend, and unusual hours care. To ensure comparable quality of care, FCC programs are inspected in the same manner as the center programs. All providers have completed background checks, and receive a comparable amount of training as those working in the centers.
- **SCHOOL-AGE CARE (SAC) PROGRAMS** are offered for children (ages 6 to 12 years) before and after school, during holidays, and summer vacations. DoD policies encourage use of youth centers and other suitable facilities for SAC rather than using child development center space. This includes developing partnerships with local elementary schools to operate SAC programs. The DoDI 6060.3, "School-Age Care Program Instruction," December 19, 1996 established operational oversight and monitoring, staff training requirements, and required the development of a fee policy. A sliding scale fee policy based on total family income will go into effect in School Year 1998 -1999.

Department of Defense Child Care System

- **RESOURCE AND REFERRAL (R&R) PROGRAMS** for on-base programs are available at most military bases. Additionally, many offer referrals to child care in the local community. Since it is impossible to meet 100% of the need on the installation, R&R services are critical to our ability to refer families to quality child care off the base when care is unavailable on base.

A series of highly visible child sexual abuse cases in military child care centers during the mid 1980's (The Presidio of San Francisco, West Point and Scott AFB, Illinois) resulted in Congressional Hearings during the summer of 1989. These Hearings resulted in the Military Child Care Act (MCCA) of 1989, which required much closer oversight of the entire Child Development Program. Changes were made to funding and staffing requirements, fee policy, child abuse prevention efforts and inspection procedures.

The Government Accounting Office has reviewed military child care on three separate occasions. Their interest focused on three areas; fees and fee discrepancies, availability of child care and waiting lists and overall quality of programs. In addition, the DoD Inspector General conducted an inspection in 1989 and issued a report in 1990. The inspection report contained 53 requirements for improvements in the child care program and required more standardized programs across the Department.

The Department of Defense Instruction 6060.2, "Child Development Programs," January 19, 1993 implemented the MCCA and established minimum standards for the child care programs. Standards include ratios of adults to children, minimum training requirements and child abuse prevention standards. Although DoD issues minimum standards, the individual Military Services issue most of the regulations.



Department of Defense Funding for Military Child Development Program

BACKGROUND: The Military Child Development Program has three major components: Child Development Centers (CDC), Family Child Care (FCC) homes and School-age Care (SAC) programs. Through this system, the Military Services provide over 171,323 child care spaces. Although each program component receives appropriated funds budgeted annually at the installation level, the amount and type of support varies depending on the component. While all parents pay for child care, the fees depend on the setting.

Child Development Center Programs:

- The Military Child Care Act of 1989 established a policy which requires DoD to ensure appropriated funds available to centers are at least equal to the amount raised in parent fees.
- Parents' fees for child care are based on total family income, not the age of the child. Fees paid by parents to CDC's and SAC programs are called "non-appropriated funds" and are used to pay the wages of personnel (child caregivers) who care directly for children.
- All other expenses including some caregiver wages are paid by appropriated funds. These funds go directly to the program to support training, administration, equipment and supplies and food service. Maintenance and utilities are paid with appropriated funds. Construction of new CDC's are paid from military construction funds - also appropriated funds.
- Child care fee ranges are set annually by the Secretary of Defense's office for all military CDC's. Installations are given five income categories and corresponding fee ranges from which to determine their local fees. The average weekly fee paid for child care in a military center in 1997 was \$69. Fees range from a low end of \$37 to a high of \$98 per week for 1997-98.

Family Child Care: FCC providers reside in government owned or leased housing. All costs for administration, oversight and training of FCC providers are paid with appropriated funds. These functions are viewed as an appropriated fund expense because they are conducted in the best interest of the government. In addition, appropriated funds are used to provide on an "on loan" basis certain materials, supplies and safety equipment through lending libraries. Collectively, these are considered "indirect" support.

FCC providers are viewed as private contractors and as such, negotiate all fees directly with the parent except when the providers are receiving direct cash subsidies from the government. The Military Child Care Act of 1989 authorized but did not mandate the use of appropriated funds to directly subsidize FCC providers. The goal was to provide assistance to providers so that care provided is at a cost comparable to military centers. The use of this subsidy authority varies widely from base to base.

School-Age Care: SAC programs are funded similar to the CDC's with a mix of parent fees and appropriated funds. DoD policy requires graduated fees based on total family income. This new policy will go into effect in 1998.

Total Appropriated Fund Budget for all Child Care Programs for Fiscal Year 1997 is \$296M.

May 1998



Department of Defense Child Development Center Fee Policy

BACKGROUND:

- Chapter 88 of Title 10, United States Code (as added by section 568 of the National Defense Authorization Act for 1996, which codified the Military Child Care Act of 1989) requires DoD to prescribe uniform fees regulations for Military Child Development Centers (CDC). Fees are based on total family income and include minimum basic allowance for housing and basic allowance for subsistence. The policy applies to children who regularly attend Child Development Centers. The Act also required a dollar for dollar match of appropriated funds to parent fees collected.
- The first DoD fee policy was issued in 1990 and consisted of four income categories. Today, there are five income categories with corresponding fee ranges. DoD conducts an annual fee policy review. The fee ranges for 1997-1998 are:

<u>Category</u>	<u>Family Income</u>	<u>Weekly Fee Per Child</u>	<u>High Cost Range</u> <u>(optional)</u>
I	\$0 - 23,000	\$37 - 50	\$42 - 52
II	\$23,001 - 34,000	\$47 - 60	\$52 - 64
III	\$34,001 - 44,000	\$57 - 72	\$63 - 77
IV	\$44,001 - 55,000	\$70 - 82	\$76 - 88
V	\$55,000 +	\$83 - 94	\$87 - 98

- For the past two years, fee range increases have been tied to the inflation rate submitted in the President's budget.
- Commanders set their installation fees within these ranges. Commanders have the authority to offer a 20 percent fee discount for each additional child from the same family. Commanders may also grant hardship waivers for families in unique financial circumstances.
- In 1997, the average DoD weekly fee was \$69. This fee includes up to 11 hours of care per day and United States Department of Agriculture approved meals (breakfast, lunch and two snacks). Nationally, the average weekly fee for comparable center care ranges from \$100 for infant care to \$85 for pre-school age care. ("Cost, Quality and Child Care Outcomes in Child Care Centers Study," University of Colorado at Denver, CO June 1995).



Department of Defense Military Child Development Program National Accreditation

BACKGROUND: The Military Child Care Act (MCCA) of 1989 required 50 military child development centers meet standards necessary for accreditation by an appropriate national early childhood program accrediting body and achieve accreditation. The 50 accredited centers were to serve as "program models" for non-accredited centers. DoD identified the standards established by the National Academy of Early Childhood Programs, as the accrediting standards DoD centers would meet. These standards were developed in 1985 and are recognized nationally as standards of excellence in programs for young children. By the end of 1992, 55 DoD child development centers were accredited by the National Academy of Early Childhood Programs, a division of the National Association for the Education of Young Children (NAEYC).

The MCCA also required DoD to study the effects of accreditation on military child development centers. The Rand Corporation conducted a study on accreditation, entitled "Examining the Effects Accreditation on Military Child Development Operation and Outcomes," published 1994. The study affirmed that accreditation improved the quality of care and child outcomes. Increased parent communication and staff morale were also cited as benefits of accreditation.

CURRENT STATUS: The 1996 Defense Authorization Act which codified the Military Child Care Act of 1989, required **all** eligible military centers meet standards necessary for accreditation. Currently 86 percent of all eligible military centers have achieved accreditation from NAEYC as compared to the national average of 5 – 8 percent.

ACCREDITATION RATE BY MILITARY SERVICE:

<u>Service</u>	<u>Eligible Centers</u>	<u>Accredited Centers</u>	<u>Percent Accredited</u>
Air Force	145	145	100%
Army	150	128	85%
Navy	112	87	70%
Marine Corps	30	17	57%
DoD TOTAL	437	377	86%

The remaining 60 centers are in the required self-study process, waiting for a validation visit or the results of their validation visit from National Academy of Early Childhood Programs.



Prevention of Child Abuse In Military Child Care Programs

BACKGROUND: Within DoD the Family Advocacy Program (FAP) has the primary responsibility for addressing child physical and child sexual abuse and neglect. The goal is to prevent abuse whenever possible, recognize where it exists, and provide treatment as appropriate. There is FAP at each installation that provides training and resources to Child Development Program staff, family child care (FCC) providers and families.

A series of highly publicized child sexual abuse cases in military child development centers during the mid - 80's resulted in Congressional hearings during the summer of 1989. As a result of these hearings DoD implemented changes in child development program child abuse prevention and oversight.

STATUS: DoD takes allegations of child abuse seriously. Depending upon the jurisdiction (federal or state) all child abuse allegations are thoroughly investigated by military and/or civilian authorities. DoD policy establishes procedures for background checks, management and training practices, which include:

Background Check Requirements:

- Background checks meet the requirements of 1990 Crime Control Act and are conducted prior to hire; FBI fingerprint check; state criminal history repository check, installation record checks; DoD central registry of Child and Spouse Abuse check.
- All FCC providers and family members have background clearances.

Management Practices:

- Facilities are designed for maximum supervision, e.g., vision panels in all classrooms, video-monitoring equipment, and alarms on exterior doors.
- All visitors must sign in- and out-, wear visitor badges and are escorted while in the facility.
- Strict enforcement of adult:child ratios, which ensures children are supervised at all, times.
- Observations of staff working with children.
- Monthly unannounced visits to family child care homes;
- Strict parent sign in-and out procedures.
- An open door policy for all parents.
- A DoD-wide 1-800 Child Abuse and Safety Violation Hotline - all allegations are thoroughly investigated in a timely and confidential manner.

Training:

- Mandatory annual training for staff and FCC providers in child abuse identification, reporting and prevention procedures, guidance, and how to appropriately touch a child.



Department of Defense Military Child Development Program "Lessons Learned"

BACKGROUND: Military child care programs have improved dramatically over the last ten years and have attained a well-deserved reputation for being on the cutting edge of child care in America. During this time, DoD policy makers and Child Development Program managers have learned a lot about what makes a difference in the day to day lives of children. The military's holistic and systemic approach to meeting the child care needs of military families especially those with very young children is considered to be a model for State and local agencies. DoD is committed to providing quality, affordable options for families. Five factors have contributed to this success story.

- First is our systematic approach to the program. There are three components; child development centers, family child care homes, and school-age care. All components are equal partners in the system. Training standards, inspections, and background clearances are equivalent. A parent can access all components from one single point of entry.
- Second is the recognition that quality cost more than most parents can afford to pay. The DoD is committed to a prescribed level of funding for all Child Development Programs. On the average parents pay half the cost of care in centers. In family child care programs we provide indirect financial support through equipment lending libraries, low or no cost insurance options and training. In many instances we provide direct cash subsidies as incentives for family child care providers to care for infants. Funds allow both centers and homes to provide appropriately equipped stimulating environments that are staffed with trained personnel.
- The third element is strict oversight of all programs, and adherence to standards. There are comprehensive unannounced inspections for all facilities and programs with a mandatory correction of deficiencies within 90 days. Non-compliance can, and has, resulted in closure. As a result, facilities and programs are in good repair, and there is high quality, institutional grade equipment that contributes to the cognitive development of children.
- The fourth element directly linked to program quality is the wage and training program. Military caregiver wages and benefits average approximately \$10 per hour compared to minimum wages in the civilian community and include a full range of benefits. Competency-based training is tied to wages, and an "up-or-out" personnel policy requires the success completion of training. Low turnover provides children with the continuity of care so vital to their healthy development.
- Finally, the commitment for all military child development centers to meet national accreditation standards provides an objective evaluation outside of DoD. The combination of the DoD certification and the national accreditation results in a comprehensive review of all center programs.

By sharing the "the military experience" DoD can provide unique expertise to state and local governments seeking to improve the quality of child care. As a result parents and children not associated with the Military can benefit from these systems and "lessons learned". As noted in the 1992 Congressional Record *"the precedent was set for the military to be the national agent of change in child care, as it has been in areas such as integration and drug interdiction."*

May 1998

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

6

Divider Title: _____



Department of Defense Questions and Answers on the Military Child Care Program

QUESTION: How large is the Military Child Development Program?

ANSWER: DoD has the largest employee sponsored child care program in the country serving over 200,000 children (birth - 12 years of age) daily. The program consists of child development centers, family child care homes, school-age care programs and information and referral services. Through these delivery systems DoD offers full-day, part-day and hourly care, before-and after school programs and extended hour care for nights, weekends and shift work. Our active duty members are parents to 1.25M children. Generally military parents are young, often far from home, and without the support of families and neighbors. Child care for infants and toddlers is hard to find and expensive. Because 65% of military spouses are in the work force, quality, affordable child care is an economic necessity and quality of life issue for military families. By providing child care we help military families balance the competing demands of the family, accomplish the military mission, and improve the economic viability of the family.

QUESTION: Describe the history of Military Child Development Programs.

ANSWER: Military Child Development Programs evolved from on-post drop-in "nurseries", operated by private organizations which provided hourly care for volunteers and during social events such as teas and luncheons. The nurseries were often housed in the least desirable facilities on base and received little, if any financial or logistical support from the installation. Low parents fees were the primary source of funding. Many "nurseries" were located in converted stables, quonset huts, basements and attics.

In 1988, a series of Congressional hearings were held on military child care programs. The hearings led to the enactment of the Military Child Care Act (MCCA) of 1989. The MCCA had a far reaching impact on military child care and the early childhood profession. For example, early childhood professionals had been struggling with the issue of low pay of child care workers. Military caregivers, like their civilian private-sector counterparts, received minimum wage and few benefits. They left child care jobs as soon as they could with overseas areas having as high as 300% annual turnover.

The MCCA tasked DOD to test the effects of improved caregiver wages tied to successful training and performance. The test was successful and led to DoD becoming the leader in child care compensation.

In 1992, the House Armed Services Committee stated in the Congressional Record its goal that military child care be on the "leading edge of child care in America."

The quality of child development programs has steadily improved over the years. Over 83% of the eligible DoD child development centers are nationally accredited and the remainder are going through the accreditation process.

QUESTION: Does the Military Child Care Program meet DoD's child care needs?

ANSWER: We currently have child development programs at over 300 locations with 811 child development centers and 9,793 family child care homes. We are meeting 56% of the need with 171,323 spaces; there is a need for 297,635 spaces. Our goal is to meet 65% of the need by 2003.

QUESTION: Is child care an entitlement?

ANSWER: DoD child care is not an entitlement. We strongly believe child care is a work force issue and priority for child care is given to working families. But even for these families military child care is not always available. The demand is high and spaces are limited. Through our information and referral services we make every effort to help families locate at least one affordable child care option.

QUESTION: Who is eligible to use the program?

ANSWER: Our eligible patrons are: Active Duty members, DoD civilian personnel, Reservists on active duty and DoD contractors. Each installation commander is responsible for establishing a priority system when space is limited.

QUESTION: Isn't the Military Child Care Program competing with civilian child care programs?

ANSWER: There is a critical shortage of affordable quality child care, especially for infants and toddlers. With the current welfare to work legislation, States are being required to quickly expand child care services. We believe we have valuable experiences and "lessons learned" to share with the civilian sector that will help them expand the availability and improve the quality of care for our Nation's children.

QUESTION: Why aren't your programs State licensed?

ANSWER: In many cases States lack jurisdiction on federal property. In lieu of State licensing, military programs follow DoD and Service standards to provide continuity of care around the world. Military members need similar programs wherever they go, and State standards vary dramatically from State to State, making oversight and program accountability difficult. State standards do not exist in many countries where military child care is provided. Military standards are based on and represent the median of State standards.

QUESTION: Are military child care standards higher than State standards?

ANSWER: DoD standards are neither high nor low but represent a "middle ground" or median standard relative to State standards.

QUESTION: Do you support family child care as well as you support center-based care?

ANSWER: Department of Defense fully supports Family Child Care (FCC). FCC is a full partner in military child care. Providers receive comparable training. The same inspection process is used to inspect both programs. Parents and the military appreciate that FCC is a flexible system that can easily accommodate specialized child care needs such as infant/toddler care, extended hours, overnight, special needs, and mildly ill care. We also support FCC providers through indirect subsidies that support lending libraries, training, technical assistance, referrals, and insurance costs. In some cases we provide direct cash subsidies to providers who provide specialized child care needed by the installation, e.g., infant/toddler care.

QUESTION: How do you ensure quality in FCC homes?

ANSWER: More than a third (35%) of care in DoD Child Development Programs is in certified Family Child Care Homes. Family Child Care provides flexibility of program and hours of operation that meet the needs of service members who have shift work, extended hours, and temporary duty away from their home station. FCC homes and providers are screened prior to certification and are trained in the same way as caregivers in Child Development Centers. Additionally, FCC homes are monitored for compliance with standards and receive the same unannounced inspections as centers.

QUESTION: How much do parents pay for child care?

ANSWER: The MCCA required DoD to establish uniform fees based on family income. Patrons who use DoD child development programs pay for services. In 1997 the average weekly fee was \$69 per week. Parent fees account for approximately 50% of the cost of child care.

QUESTION: If the parents only pay half of the cost of care, where does the rest come from?

ANSWER: The other 50% of child care costs are paid for with appropriated funds authorized by Congress.

QUESTION: How much does your program cost taxpayers?

ANSWER: The Department of Defense views child care as a work force issue that is critical to the overall accomplishment of the military mission. All DoD families pay for child care. We offer sliding scale fees based on total family income. Depending upon their income category, in 1997-1998 families pay between \$37 - \$94 per week with the average being \$69 per week. The cost of DoD child care is a shared expense between military parents and the government, with each paying approximately half of the cost for care. The mobile military life style can be stressful for young families, on the average military families move every 2.9 years. They do not have the stability of neighbors or family near by to help them with child care responsibilities. Increased deployments and separations make military life very demanding. By providing quality child care we are helping military members balance the competing demands of the military mission and their family responsibilities. We strongly believe this contributes to readiness and the retention of a highly skilled work force.

QUESTION: What is DoD's Curriculum Philosophy?

ANSWER: The DoD focuses on developmentally appropriate early childhood programs. The DoD views this as a top "quality of life" priority. The DoD currently and has supported a developmental approach to early childhood programs for over 15 years and subscribes to the guidelines in the National Association for the Education of Young Children (NAEYC) publication Developmentally Appropriate Practices for Early Childhood Programs. DoD recognizes the importance of experiences during the earliest years. All programs offered to children under three are both individually and age-appropriate to meet each child's development and growth.

QUESTION: All the recent research indicates a need for a careful look at programs for children 0-3. What is the military doing to ensure quality in infant/toddler programs.

ANSWER: Since infant and toddlers comprise over 40% of all children served in military child development programs, quality infant/toddler programs are imperative. There are standards for infant/toddler programs that are based on a sound understanding of infant/toddler needs. It is a requirement that when infants and toddlers are awake, they are out of cribs and interacting with the caregiving staff. Environments are stimulating and based on infant needs. Feeding and sleeping schedules are based on infants' demand. Caregivers read, sing and talk to infants regularly during routines such as when they are being changed, fed, rocked and permitted to crawl around specially designed padded indoor and outdoor play areas. There are DoD infant/toddler

training modules from which caregivers learn appropriate activities and interaction with our youngest children. Staff-to-child interactions are observed regularly by Training and Curriculum Specialists who are the "quality assurance" staff in military programs.

QUESTION: Why did you decide to require national accreditation of the military child care centers? How many are currently accredited?

ANSWER: In the 1996 Defense Authorization Act, Congress codified the Military Child Care Act (MCCA), and required that all programs meet the standards of accreditation. The 1989 MCCA required DoD to demonstrate the effect of accreditation on 50 military child care programs. The Rand Corporation studied the effect of accreditation on the quality of these programs, and contrasted these programs with those who were not accredited. In its published report, Rand pointed to accreditation's having positive effects on the quality of the program. Currently, over 83% of military child development centers are accredited.

QUESTION: How do your staff salaries compare to those in civilian programs?

ANSWER: Our caregivers start at approximately \$7.00 per hour and increase progressively to \$9 per hour, as they complete training and demonstrate competency. The \$7.00 per hour pay scale was quoted in the 1988 National Child Care Staffing Study as the hourly rate at which more staff was retained. The study noted that, when paid at a lower rate, 77% of caregivers left for higher salaries. The Staffing Study also found that higher staff salaries were associated with better quality child care centers. Since implementing our wage and benefits plan, our staff turnover has significantly decreased. In 1996, the annual turnover rate was 30% compared to a turnover rate as high as 300% ten years ago.

QUESTION: What are the educational/training/experience requirements for Military Child Development Program staff?

ANSWER: Our management staff, which include child development center directors, family child care directors and other program directors are required to have a bachelors degree or equivalent. In lieu of degreed teachers in every classroom, each military Child Development Program has a professional early childhood educator called a Training & Curriculum (T&C) Specialist. The T&C Specialists provide training to staff and providers. The T&C Specialists also develop curriculum, model developmentally appropriate practices, and coach staff while they are learning to implement good caregiving techniques. Additionally, they assist caregivers working toward the nationally recognized Child Development Award (CDA) credential. Caregiving staff and providers receive orientation training before caring for children, and 24 hours of training within the first 18 months on the job. They also receive annual ongoing training.

QUESTION: How does the Military Child Care training program differ from other programs in the country?

ANSWER: One of the unique aspects of the military child development training programs is that it is directly linked to wages and promotion - in other words - we have an "up or out" policy which requires completion of "competency-based" training for all child caregivers who work directly with children. The training (regardless of setting) is based on the Child Development Associate Credential competencies and 13 functional areas. Since completion of training results in a pay increase, there is a real incentive to complete training.

QUESTION: Are your training materials available to those outside of DoD? The taxpayers paid for them.

ANSWER: The Department of Defense provides a wealth of training materials and information through the National Clearinghouse for the Military Child Development Program. The Clearinghouse was created to help build military and civilian child care partnerships. The materials are available to Federal, State, local and tribal agencies, as well as to private and nonprofit entities responsible for providing child care to our Nation's children. The information and training materials can be obtained by accessing the Office of Family Policy Website at <<http://dticaw.dtic.mil/mapsite/>>. You can also contact the Clearinghouse by calling the toll-free number at 1-888-237-3040; sending an e-mail request to bmerandi@rci-adp.com; or faxing a request to (703) 356-7183.

QUESTION: Given the ongoing concern about terrorist activity, how safe are military child care programs?

ANSWER: This is a very important issue. We consider safety the key element in the planning, design, location, and operation of our child care program. Our physical plant and playground designs meet or exceed all federal requirements. Our centers are almost exclusively operated in their own separate building. Our personnel are required to meet federal and DoD background check requirements, and our personnel training program emphasizes child safety in all aspects of care.

QUESTION: How many child abuse cases have you had?

ANSWER: Just like the private sector we too, have had child abuse cases. We take allegations of child abuse very seriously. Depending upon the jurisdiction (Federal or State) all child abuse allegations are thoroughly investigated by military and/or civilian authorities. To minimize the risk of child abuse in our program we have implemented strong management practices that include:

- extensive background checks and screening procedures which are conducted on all staff and family child care (FCC) providers (and provider family members over the age of 12) prior to caring for children;
- facilities designed for maximum supervision, e.g., view panels in all classrooms, video monitoring equipment;
- enforcement of adult-to-child ratios to ensure children are supervised at all times;
- observation of caregivers and providers working with children;
- field trip procedures;
- monthly unannounced visits in family child care homes;
- parents signing their children in- and out- of the center or home daily;
- training for staff and FCC providers in child abuse identification, reporting and prevention procedures, training is updated annually;
- training for staff and FCC providers in positive guidance techniques and appropriate ways to touch a child;
- an open door policy - parents are always welcome;
- a DoD-wide 1-800 Child Abuse and Safety Violation Hotline

QUESTION: What supports the notion that Military Child Care Programs are better?

ANSWER: Military care programs are nationally recognized as models by early childhood advocates and professional organizations.

- Dr. Shirlee Sveska, principal investigator of the GAO study on military child care stated *"Military child care has undergone extraordinary changes over the last 15 years. I believe we have witnessed here a fundamental revision of attitudes about the community's responsibility for children. We have seen with this experience that widespread change and large-scale action is possible in a relatively short period of time when there is informed and committed leadership willing and ready to invest resources to make a difference in the lives of children."*
- Publications such as *Working Mother* have held up military programs as being model programs.
- A ground-breaking April 1994 Carnegie Corporation Report, *Starting Points --Meeting the Needs of Our Youngest Children*, followed by a subsequent report in 1996, *Years of Promise*, pointed to military child care programs as models.
- In a cover story in *Frankly Speaking*, a publication of the University of North Carolina at Chapel Hill the author, Thelma Harms stated: *"State government, which is responsible for child care facilities, keeps the regulation of family child care to a minimum...in contrast (DoD) has developed a family child care system that far exceeds the civilian sector in its level of support and expectations of quality of care. For the past 15 years, (DoD) has been improving its child care standards...and expanding support to family child care homes in an*

effort to deliver high quality child care to ...families. (DoD) has undoubtedly become a prime example of employer commitment to quality child care."

- Helen Blank- Director, Child Care Division, Department of Programs and Policy, Children's Defense Fund says: *"Most of my speeches refer to the military child care system as a model that should be emulated in every state in this country. I believe that their child care system - which not only recognizes that children need good care, but also that such care cannot be provided without a sound structure that recognizes that the skills and compensation of a child's caregiver is central to their development - should be replicated and funded in every state. The military not only focuses on ensuring that child care is available and affordable to its families but also ensures that each child will get a supportive and nurturing child care experience. It is fortunate for military families but unfortunate for civilians that the best chance a family has to be guaranteed of affordable and high quality care in this country is to join the military."*

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

7

Divider Title: _____



THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000



AUG 27 1997

Honorable Albert J. Gore, Jr.
President of the Senate.
Washington, D. C. 20510

Dear Mr. President:

In section 1043 of the Fiscal Year 1997 National Defense Authorization Act, Congress commended the Department of Defense (DoD) for its successful implementation of the Military Child Care Act of 1989. The Congress acknowledged improvements in the availability, quality and affordability of DoD child-care for military families, and noted that affordable, quality child-care enhances parents' ability to perform their jobs effectively and contributes to the retention of military members.

In conjunction with our efforts to improve military child-care, Congress has requested that we share our best practices with Federal, state and local agencies, as well as with businesses, by forming partnerships. The goal of these partnerships would be to foster an exchange of ideas by sharing materials, expertise and information. The enclosed report details the Department's efforts to form partnerships to share our child-care model with the civilian sector. Initiatives we are taking to improve our Child Development Program are also included in the report.

The Department is proud of its Child Development Program and is eager to build its partnerships with the civilian sector to improve child-care for our Nation's children. Your interest and support of our Child Development Program is appreciated.

Sincerely,

Enclosure:
As stated

U14625 / 97





THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000



AUG 27 1997

Honorable Newt Gingrich
Speaker of the House of Representatives
Washington, DC 20515

Dear Mr. Speaker:

In section 1043 of the Fiscal Year 1997 National Defense Authorization Act, Congress commended the Department of Defense (DoD) for its successful implementation of the Military Child Care Act of 1989. The Congress acknowledged improvements in the availability, quality and affordability of DoD child-care for military families, and noted that affordable, quality child-care enhances parents' ability to perform their jobs effectively and contributes to the retention of military members.

In conjunction with our efforts to improve military child-care, Congress has requested that we share our best practices with Federal, state and local agencies, as well as with businesses, by forming partnerships. The goal of these partnerships would be to foster an exchange of ideas by sharing materials, expertise and information. The enclosed report details the Department's efforts to form partnerships to share our child-care model with the civilian sector. Initiatives we are taking to improve our Child Development Program are also included in the report.

The Department is proud of its Child Development Program and is eager to build its partnerships with the civilian sector to improve child-care for our Nation's children. Your interest and support of our Child Development Program is appreciated.

Sincerely,

Enclosure:
As stated



U14625 / 97



THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000



Honorable Strom Thurmond
Chairman
Committee on Armed Services
United States Senate
Washington, D. C. 20510-4001

Dear Mr. Chairman:

In section 1043 of the Fiscal Year 1997 National Defense Authorization Act, Congress commended the Department of Defense (DoD) for its successful implementation of the Military Child Care Act of 1989. The Congress acknowledged improvements in the availability, quality and affordability of DoD child-care for military families, and noted that affordable, quality child-care enhances parents' ability to perform their jobs effectively and contributes to the retention of military members.

In conjunction with our efforts to improve military child-care, Congress has requested that we share our best practices with Federal, state and local agencies, as well as with businesses, by forming partnerships. The goal of these partnerships would be to foster an exchange of ideas by sharing materials, expertise and information. The enclosed report details the Department's efforts to form partnerships to share our child-care model with the civilian sector. Initiatives we are taking to improve our Child Development Program are also included in the report.

The Department is proud of its Child Development Program and is eager to build its partnerships with the civilian sector to improve child-care for our Nation's children. Your interest and support of our Child Development Program is appreciated.

Sincerely,

Enclosure:
As stated

cc:
Honorable Carl Levin
Ranking Member

U14625 / 97





THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000



AUG 27 1997

Honorable Floyd D. Spence
Chairman
Committee on National Security
House of Representatives
Washington, D. C. 20515-4002

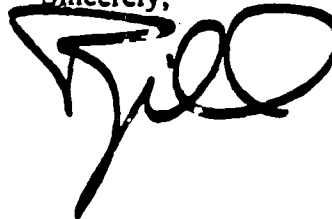
Dear Mr. Chairman:

In section 1043 of the Fiscal Year 1997 National Defense Authorization Act, Congress commended the Department of Defense (DoD) for its successful implementation of the Military Child Care Act of 1989. The Congress acknowledged improvements in the availability, quality and affordability of DoD child-care for military families, and noted that affordable, quality child-care enhances parents' ability to perform their jobs effectively and contributes to the retention of military members.

In conjunction with our efforts to improve military child-care, Congress has requested that we share our best practices with Federal, state and local agencies, as well as with businesses, by forming partnerships. The goal of these partnerships would be to foster an exchange of ideas by sharing materials, expertise and information. The enclosed report details the Department's efforts to form partnerships to share our child-care model with the civilian sector. Initiatives we are taking to improve our Child Development Program are also included in the report.

The Department is proud of its Child Development Program and is eager to build its partnerships with the civilian sector to improve child-care for our Nation's children. Your interest and support of our Child Development Program is appreciated.

Sincerely,



Enclosure:
As stated

cc:
Honorable Ronald V. Dellums
Ranking Member



U14625 / 97



Department of Defense

***“Military-Civilian
Child-Care
Partnerships”***

Report to Congress

***Pursuant to the Fiscal Year 1997
National Defense
Authorization Act
Public Law (104-201)***



Department of Defense

***“Military-Civilian Child-Care
Partnerships”***

- I. Overview of DoD Child Development Program
- II. DoD Initiatives
- III. Military Services Initiatives
- IV. Individual Program Efforts
 - a. Head Start Program
 - b. National Accreditation
 - c. School-Age Care Initiatives
 - d. Early Intervention/Special Needs Programs
 - e. Training and Internship Programs
 - f. Resource and Referral Programs/Networks
 - g. Early Childhood Organizations/Networks
 - h. Innovative Collaborations
- V. Recommendations

I. Overview of DoD Child Development Program and Delivery Systems

The Department of Defense is proud of the child-care services we provide. On a daily basis, we care for over 200,000 children in centers, family child-care homes and school-age care programs. Our program has been heralded by Congress as a model for the Nation. In the Fiscal Year 1997 National Defense Authorization Act, Congress congratulated DoD on the successful implementation of the Military Child Care Act (MCCA) of 1989 and encouraged us to share our expertise with the private sector by forming partnerships to foster the exchange of ideas, information and materials. This report details the Military Services' efforts over the last six months to share its expertise with civilian child-care providers by: mentoring local centers pursuing accreditation; opening our parent and family workshops to the civilian community; and offering internships in our programs to broaden the base of quality child-care in communities surrounding military installations.

DoD Child Development Program

The DoD child-care system is the largest "employer-sponsored" program in the country. Our Child Development Program assists DoD personnel in balancing the competing demands of family life and job requirements, while improving the economic viability of the family.

The Military Child Care Act of 1989, required much closer oversight of the entire Child Development Program. The Act sought to improve the quality, availability and cost of child-care for military families. Changes were made to funding and staffing requirements, fee policy, child abuse prevention efforts and inspection procedures. Since the passage of the Military Child Care Act of 1989, DoD child-care initiatives have focused on improving the quality while increasing the availability and affordability of care.

DoD child-care options include: Child Development Centers (CDC), Family Child-Care homes (FCC), school-age care programs, and information and referral services. Through these delivery systems, DoD offers: full-day, part-day, hourly care, part-day pre-schools and school-age programs. Extended care is available in family child-care homes for nights, weekends, and shift-work hours. Every effort is made to assist families in finding at least one affordable child-care option located either on or off the military installation.

Child Development Centers

Child Development Centers at over 300 locations provide care for children from ages six weeks through 12 years. Most child-care centers operate between the hours of 6:00 a.m. and 6:30 p.m., Monday through Friday. All staff undergo background checks and receive 24 hours of training annually. Centers are inspected quarterly by fire, safety

and health officials, and by program proponents. An annual inspection is also conducted by major command or Service headquarters staff.

Family Child Care

Family Child-Care (FCC) programs consist of in-home care by certified providers living in government-owned or leased housing. There are over 9,700 licensed and trained FCC providers. Families rely upon FCC to provide night, weekend, and extended hour care. To ensure comparability of care, the FCC program is inspected in the same manner as center programs.

School-Age Care Programs (SAC)

School-age care is offered for children ages six through 12 years before and after school, during holidays, and summer vacation. A 1995 Secretary of Defense budget initiative funded over 20,000 new SAC spaces.

Resource and Referral (R&R) Programs

Resource and Referral Programs are available at most bases. Many offer referrals for child-care in the local community, as well as, on-base programs. It is impossible to meet all child-care needs on-base, therefore, R&R services are critical in referring families to quality off-base child-care.

Quality

Currently, 75 percent of our eligible Child Development Centers are accredited by the National Academy for Early Childhood Programs; as compared to the national rate of 5 percent. All center staff and FCC providers complete a competency training program based on the nationally recognized, Child Development Award Credential. Caregivers and providers work through 13 training modules with a trainer at their own pace. The trainer provides technical assistance through small group practice sessions and role modeling. Caregivers and providers who successfully complete the training modules eventually serve as mentors for new staff/providers.

Availability

The need for child-care services is high. Families of active duty personnel currently include approximately one million children (ages birth - 12). Many installations have long waiting lists for infant care. We are approaching meeting 60 percent of our estimated child-care need. Our goal is to meet 65 percent of the need by the end of 1998 and 80 percent by 2005. Each of the Services is working hard to expand child-care spaces through ongoing military construction, recruitment of additional FCC homes, develop of the school-age care program and information and referral programs at each

base to link families with child-care options in the local community. We are also exploring outsourcing and off-base FCC homes to expand child-care spaces.

Affordability

In 1990, DoD established sliding fee ranges for CDCs based on total family income. The fees are standard throughout DoD with parents paying approximately half the cost of care. The weekly fees cover 50 hours of care, including USDA approved meals. The average weekly fee is \$65. The fee is the same regardless of the age of the child. Commanders may authorize multiple child discounts of up to 20 percent per additional child within the same family. Commanders may also waive the fee policy for families experiencing financial difficulties.

Partnering with Parents

Parental involvement is critical to the success of the Child Development Program. Parents are encouraged to participate in all aspects of the program. Parent Advisory Boards at each base make recommendations for improvements to the commander and staff. Parents participate in quarterly program reviews and implement the participation program at each base. All centers and FCC homes have an "open door" policy to encourage parents to visit their child's program, meet with staff/providers, and participate in their child's daily activities and special events, such as field trips and holiday celebrations.

II. Department of Defense Initiatives

The Department has long recognized the benefits of partnering with other private organizations and Federal Agencies. Early on, partnerships were viewed as a means to improve civilian programs. Today, we are a major *contributor* to both the early childhood profession and work/family programs. We are now viewed as one of the country's foremost providers of consistently high quality and affordable child-care. We provide testimony to the fact that collaboration works because we have adapted the lessons learned from the best leaders in the early childhood community. Research institutions and other Federal agencies have helped to transform a once fragmented and largely unregulated system into a premier early childhood program. The Department has worked closely with such public and private agencies as the Rand Corporation, the Department of Health and Human Services, the Office of Personnel Management (OPM), the General Services Administration (GSA), the Carnegie Foundation, the Council for Early Childhood Professional Recognition, and the National Association for the Education of Young Children (NAEYC). This mutual sharing of information, materials and expertise provides an avenue to learn best practices and to share our collective experiences to improve programs for our Nation's children. Examples of the Department's collaborations with other agencies and the private sector follow.

General Services Administration (GSA):

Since the late 1980's, DoD has been an active member of the GSA inter-agency task force to promote quality early childhood programs. We have participated in their annual GSA child-care conferences. Over the years, the Department has shared "lessons learned" on program management, infant/toddler programs, facility designs, staff training materials, and child abuse prevention with the GSA inter-agency task force. We plan to continue our collaboration as we implement the President's April 17, 1997 Executive Order directing us to work with GSA and the Department of Health and Human Services to share our child-care expertise with the Nation.

Office of Personnel Management (OPM):

For the past six years, DoD has assisted OPM with the annual Work and Family Conference. This conference provides training and resources for Federal Human Resource Personnel. It also culminates with the OPM Director's Awards honoring Federal Programs with outstanding work/family support programs.

The National Association for the Education of Young Children (NAEYC):

The Department has been affiliated with the NAEYC since the late 1970's. We have conducted joint Service training in conjunction with the annual NAEYC meetings. Workshops have also been conducted to share our staff training materials and accreditation experiences with the private sector.

Council for Early Childhood Recognition:

The Military Services have all adopted the Council's competency-based training system, which leads to the nationally recognized Child Development Credential Award (CDA). The DoD training modules for centers, family and school-age care programs are based on these CDA functional areas and competency goals. There are over 1,800 staff and providers who have received this award.

Other Initiatives:

DoD was a member of the Inter-agency Child-Care Council formed by Head Start to review the Head Start Infant/Toddler regulation. With infant and toddler care accounting for approximately 40 percent of all care provided in DoD, we contributed substantial information on staffing, training and program management. In May, we participated in the Head Start - Family Child-Care Partnerships Forum. We will continue to serve as advisors to Head Start as they develop Head Start Performance Standards for Family Child-Care.

Presidential Executive Memorandum:

President Clinton signed an Executive Memorandum on April 17, 1997, directing the Secretary of Defense to share the Military Child Development Program "lessons learned" and expertise with the civilian sector. As a result, we are working on an aggressive Plan of Action to share our expertise by forming partnerships with civilian child-care providers to improve the quality of civilian child development programs. While the Executive Memorandum recommends that we partner with the Department of Health and Human Services and GSA, we view this as a continuation of a long and mutually beneficial relationship. We will extend these efforts to state and local governments through a variety of initiatives including a partnership with the National Governors Association.

III. Military Services Initiatives

Each of the Services are working collaboratively with Federal and state agencies, tribes, extension services, and the private sector to share program information in areas such as: program management, staff training and wages, health and nutrition, special needs care, accreditation and welfare reform. The Services have opened their program to support civilian accreditation, provide internships for training civilian staff and college students, and participate in local county boards supporting quality early childhood programs. Highlights of significant Service initiatives follow:

ARMY

Department of Education Grant:

In 1992, the Army received a Department of Education grant for the "Successful Integration of Infants and Toddlers through Multidisciplinary Training." The grant was provided over three years at two civilian and two Army locations (Ft. Meade and Aberdeen Proving Ground, MD). The grant addressed inclusion of infants and toddlers with special needs in child-care, training for administrators and caregivers, and developing administrative policies that support inclusion of children with special needs in child-care. As a result of the grant, training materials for administrators, caregiving staff, and family child-care providers were developed and pilot-tested in civilian and military child-care programs.

Henry M. Jackson Foundation Grant:

The Henry M. Jackson Foundation funded a grant entitled "Project Together: Family and Practitioner Partnerships." The purpose of the grant was to develop training plans and materials for child-care staff and providers of children with special needs. A training curriculum was developed and field tested with the State of Maryland. The curriculum is under consideration for inclusion in the National Personnel Preparation Standards for para-professionals who care for infants/toddlers with special needs.

Minnesota Task Force to Improve Wages for Child Care Workers:

The Army participated in the State of Minnesota's compensation task force to study options and make recommendations to improve wages for child-care workers. The Army shared lessons learned and program successes with the State's compensation task force for improving child-care wages. The Army presented the framework, features, and major successes of their caregiving personnel pay program and the training foundation upon which career progression for caregivers is based. The task force efforts included collecting information on successful pay and compensation models in preparation to draft legislation to address caregiver training and wages within the state.

"Child, Youth, and Families At Risk":

The Army is participating in this national initiative with the 4-H and Nutrition, Cooperative States Research Education, and Extension Services to collaborate on training and technical assistance to staff who work in school-age children programs. Through this project, the Army is sharing the school-age training modules and models for computer labs and homework centers.

Child Development Credential:

In a collaborative effort with the Council for Early Childhood Professional Recognition, the Army ensures all direct caregiving staff and FCC providers have the opportunity to train for and obtain the nationally recognized Child Development Associate Credential. As part of the collaboration, the Council trains Army Training and Curriculum Specialists as CDA representatives and maintain an Army-specific Representative pool so that the CDA program is available Army-wide. The Council also manages the Army School-age credential.

Family Child-Care National Accreditation:

The Army collaborated with the Navy, Marine Corps, and the University of North Carolina at Chapel Hill's Frank Porter Graham Child Development Center to develop procedures to accredit family child care homes. This effort will help ensure family child-care as a viable child-care alternative. Family child-care providers volunteered to participate in the development and testing the accreditation process and are now accredited.

Making the Most of Out-of School-Time (MOST) Initiative:

Ten Army installations are participating in the pilot school-age accreditation program sponsored by the DeWitt Wallace Readers Digest Fund, Wellesley College School-Age Care Projects, and AT&T Family Development Fund. The project's goal is to improve the quality and availability of child-care in communities across the country.

AIR FORCE

National Accreditation:

With 98 percent of its bases accredited by the National Association for the Education of Young Children, the Air Force leads the way among the Services in meeting the DoD commitment to accreditation standards. The Air Force's Child Development Center staff is in a unique position to serve as mentors for civilian centers seeking national accreditation. Air Force center directors, as well as training and curriculum specialists, are mentoring civilian programs through the self-study process. They also invite civilian staff to attend center training and assist staff in making program changes to meet accreditation standards.

NAVY

Training and Technical Assistance for Civilian FCC Providers:

Navy installations are developing memoranda of agreement with local state licensing agencies to provide training and technical assistance to military spouses and civilians living off-base. These certified providers will meet state licensing standards, have personal liability insurance, and complete the same training as Navy providers living on-base. All providers will have access to the FCC resource library and may attend DoD sponsored training at no cost. The Navy currently has signed memoranda of agreement with agencies within the states of Texas, New York, and Oregon. The next step is marketing the program to military families and civilians living in the civilian community.

MARINE CORPS

Partnership with the U.S. Department of Agriculture:

The Marine Corps has an inter-agency agreement with the U.S. Department of Agriculture (USDA). Through this agreement the Marine Corps child development program staff worked with land-grant institutions, University of California and Virginia Polytechnic Institute, to develop training and marketing materials, and a worldwide web site. This project significantly enhanced Marine Corps efforts to share training materials and program information with off-base agencies and civilian child-care programs.

Welfare to Work Training:

The Marine Corps is working with local communities to offer on-the job training for welfare recipients who are returning to work. This initiative is being tested at Marine Corps Logistics Base, Albany, GA and Marine Corps Base Quantico, VA. These bases have entered into partnerships with local counties to serve as a work site for welfare recipients.

IV. Individual Program Efforts

This section details the many efforts underway at military child development program sites to share knowledge and training materials with the civilian sector. This is accomplished through internships with local colleges and universities and mentoring civilian programs. The Military collaborations are extensive and work with Head Start programs to expand services for young children and child advocacy groups. They also work to strengthen standards through improved state licensing requirements for programs serving young children.

a. Head Start Programs

The Military Services have long supported the goals and philosophy of the Head Start Program. The DoD "Sure Start Program" for DoD pre-school children overseas was modeled after Head Start. Given that many of our junior enlisted families are eligible for Head Start programs, partnering with Head Start at the community level is a cost effective way to support the local community and military families.

The director of the Air Force program at Seymour Johnson AFB, NC is a member of the Wayne Action Group for Economic Solvency (WAGES) Council. As a board member, the Air Force director participates in the development of the Head Start Program Performance Standards Assessment presently used in all Head Start programs.

Travis AFB, CA provides space in their Child Development Center (CDC) for a local Head Start program. Head Start provides staff and other funding. This joint venture provides opportunities for Head Start and CDC to train together and share program resources.

The McAlester Army Ammunition Plant, OK and Choctaw Indian Nation Tribe jointly offer Head Start programs in the Child Development Center. This joint project allows sharing of training expertise and equipment.

The Marine Corps Base at Camp Pendleton, CA has established an exchange program with a local Indian Head Start Program. Children visit each other's programs quarterly for play and field trips. In the process, cultural experiences are shared. During the visits, staff meet for networking and training sessions.

Ft. Belvoir, VA has one of the first Early Head Start programs in the Nation for children age 3 and under.

Schofield Barracks, HI has partnered with the local Head Start program to established a Head Start program in its CDC. The CDC provides the spaces and the program is operated by Head Start.

b. National Accreditation:

The Services are committed to the process of accreditation and its goals as a method to strengthen staff and improve the quality of child-care services. With 72 percent of our centers accredited, we are in an excellent position to assist and mentor civilian centers. A number of our installations are involved in a national effort to establish an accreditation program for family child-care and school-age care programs.

Many Air Force child development program staff serve as validators for the National Academy of Early Childhood Program (NAECP). For example, the training and curriculum specialist at the Lackland AFB, TX Child Development Program evaluates child development centers in the San Antonio, TX area for national accreditation by NAECP, and the Director of the Luke AFB, AZ Child Development Center serves as a NAECP accreditation validator for child care programs in Arizona, including programs on American Indian reservations.

The staff at the Davis Monthan AFB, AZ Child Development Center has assisted the staff at the Tuscon Urban League Center in the accreditation process. Throughout the self-study process, both staffs have learned from each other the many ways of implementing a quality program.

The center at Dyess AFB, TX was one of the first accredited centers in the state. The center Director serves as a mentor for several local civilian centers who are pursuing accreditation.

MCLB Albany, GA has worked closely with the Family Tree Center to assist the staff during the accreditation self-study phase. The MCLB staff have conducted observations and made recommendations for program improvements and provides consultation on program policies, procedures, and staff training.

The FCC staff at Naval Air Station Lemoore, CA provides assistance to off-base providers in becoming accredited through the National Association for Family Child-Care by serving as National Family Child-Care validators. Approximately 100 off-base providers have benefited from this collaboration.

The Family Child-Care Coordinator at Nellis AFB, NV is a validator for military and off-base FCC providers. The Director at Nellis is the first and only family child-care validator in the state of Nevada.

Center staff at MCB Kaneohe Bay, HI is assisting civilian centers with accreditation by mentoring center Directors. Kaneohe Bay staff are also regular contributors to Honolulu Community College early childhood training classes.

The Dover AFB, DE FCC program is working with the Delaware Early Childhood Center to promote accreditation of family child-care providers in Delaware.

The school-age programs at Randolph AFB and Lackland AFB, TX are working with the National Alliance for School-Age Child-Care to establish procedures and criteria for school-age accreditation.

c. School-Age Care Initiatives:

With the increase of women in the work force, the demand for child-care has escalated, particularly for school-age children. Local elementary schools are offering before and after care to meet the needs. This approach is a cost effective use of facilities and avoids transportation costs. A number of our bases have formed partnerships with local schools to expand school-age care services. Many of our personnel serve as consultants and trainers for civilian school-age care programs.

Marine Corps Headquarters is working with Virginia Polytechnic Institute, Blacksburg, VA to develop procedures for a warm line for school-age children in self-care. A trained counselor will answer questions from school-age children on safety and health issues. The counselor will also provide assistance with homework.

Beale AFB, CA works with local elementary schools to provide before and after school services. They support staff training and assist with transportation for field trips.

Ft. Eustis, VA has formed a partnership with local elementary schools to operate school-age care programs. The schools provide the space and Ft. Eustis provides the staff and equipment.

Ft. Hood, TX is working with five Killeen school districts to provide school-age services. The schools have computer labs and homework centers to enhance the program.

The Ft. Meade, MD School-Age Program and the Young Men's Christian Association (YMCA) are in the process of initiating a partnership to provide before and after school programs at the YMCA. The YMCA provides the space and Ft. Meade provides the staff and equipment.

The school-age programs at Ft. Leonard Wood, MO and Ft. Richardson, AK are accredited by the National Association for the Education of Young Children.

The Naval Station at Whidbey Island, WA operates its before and after school age care programs, as well its summer vacation care program, through the community's six local elementary schools.

d. Early Intervention/Special Needs Programs:

Early identification of requirements for early intervention or special needs services is a shared responsibility of health care providers and educators. Collaboration is

a cost effective way to avoid duplication of effort, provide staff training and ensure children receive the services needed.

The Tyndall AFB, FL Child Development Program collaborates with the Florida Diagnostic Learning Resource System and local school districts to conduct screening for preschool children.

The Child Development Program at Ft. Bliss, TX is partnering with the Foster Grandparents Agency to assist children with special needs. This aids child development staff while providing a meaningful opportunity for senior citizens to become involved in the community.

Ft. Leavenworth, KS and a local high school have a special needs internship program for eligible high school students. Students work in the child development center pre-school classroom three mornings a week where they have the opportunity to interact with children both with and without special needs. Vocational experience and personal enrichment are positive outcomes of this program.

The Ft. Dix, NJ child development program donates space in the center to the Burlington County Memorial Hospital Early Intervention program which is utilized to provide additional services for children birth - three.

In conjunction with the Jefferson Rehabilitation Center, the child development program at Ft. Drum, NY has established an inclusion pre-school classroom for children with special needs

e. Training and Internship Programs:

Military Child Development Centers serve as real life laboratories for students who are preparing for careers in early childhood education, child development, social work, and psychology. Participation in these kinds of professional training programs provides interns with a benchmark for quality early childhood programs. The interns enhance the program and support operational efficiencies that improve child-care services for families.

The Lackland AFB, TX CDC has a partnership with Our Lady of the Lake University in San Antonio, The University of Texas, San Antonio College, and Palo Alto College which provides college interns an opportunity to work in CDC classrooms as part of their professional training.

The Director at Seymour AFB, NC is a member of the Wayne Community College Early Childhood Advisory Committee. This enables the Director to provide input to the college curricula. The center also accepts interns from Wayne Community College.

Luke AFB, AZ Child Development Center provides internships for Glendale Community College students. Having interns in the center enhances the program and provides a valuable training experience for future child-care professionals.

Letterkenny Army Depot, PA, Wilson College, Shippensburg, PA, and NAEYC have collaborated to offer a practicum site at the Letterkenny Child Development Center to augment students' early childhood education training.

Nursing students at the North Alabama Skills Center, AL receive instruction in child-care principles at Redstone Arsenal, AL Child Development Center.

Students enrolled at California State University and Barstow Community College participate in a 120-hour internship at the MCLB Barstow, CA Child Development Program. In addition to classroom instruction, they receive "hands on" experience in child growth and development.

Vocational nursing students at Maric College must complete an internship at the MC Camp Pendleton, CA Child Development Program as part of their degree requirement.

MCB Camp Lejeune, NC participates in an internship program with Coastal Carolina Community College. Students complete their practicum in the Child Development Center.

The HQMC Henderson Hall, VA has established an off-base FCC network that provides training, technical assistance and access to the Resource Library for military and civilian providers living in the local communities.

The child development staff at NAVCOMTELSTA Culter, ME includes off-base FCC providers in their training.

Family child-care staff at Ft. Leavenworth, KS partner with the Leavenworth County Health Department to train military and civilian providers.

The Naval Weapons Station Charleston, SC partners with Tridnet Technical College and Charleston Southern University to provide training for college and graduate student interns in the Child Development Center. Training and Curriculum Specialists work with interns on developing observation skills and family home visiting techniques.

Fort Gordon, GA has begun negotiation with local county officials to provide on-the-job training and work experience for welfare recipients. The new job skills and experience gained from the training will facilitate entry of program participants into the workforce.

Nursing students from St. Phillips College participate in weekly "hands-on" training and observation in the Child Development Center at Ft. Sam Houston, TX.

f. Resource and Referral Programs and Networks:

Moving has become common among American families. Family moves are often tied to job changes. As a result, families are placing a greater reliance on resource and referral programs to help them settle and connect with family support systems in their new community. In an effort to increase the availability of child-care for military families, DoD has formed closer relationships with local resource and referral agencies. In some instances these relationships have evolved into partnerships benefiting both DoD and the local agency.

The Luke AFB, AZ family child-care program has been working with the Child Care Resource and Referral Program in Phoenix, AZ. This has resulted in collaborative training for Air Force and civilian providers.

The Dover AFB, DE Child Development Program works with Family and Work Place Connection, a child-care referral agency to help military and civilian families find child-care.

The Kelly AFB, TX Family Child-Care Program participates in the San Antonio, TX Kid Care Resource and Referral Line. This resource helps military families seeking child placement in off-base care programs.

The Coastal Carolina Community College provides a resource and referral office for families at MCB New River, NC seeking information on child-care.

MCB Quantico, VA has formed a partnership with La Petite Academy by participating in the Preferred Employer Plan program. The Marine Corps personnel benefit by receiving a 10 percent discount on tuition at local La Petite Academy programs.

MCB Camp Pendleton, CA, a member of the Oceanside Community Task Force, shares resources to make safe and affordable child-care available to community residents.

At Ft. Huachuca, AZ, Child Development Program staff serve on the Arizona Child Care Resource and Service Board. Child Development Program staff participate in resource and referral training.

g. Early Childhood Organizations/Networks:

Military Child Development Personnel are actively involved in local, state and national early childhood organizations. Our staff members serve as members of local

Early Childhood Networks, Advisory Boards, and professional associations such as state affiliates to the National Association for the Education of Young Children. They work closely with their civilian counterparts as advocates for child and family issues. They also present workshops and support local training programs for staff and families. These partnerships not only improve quality of care in the community, but also foster positive military civilian relationships.

The staff at Goodfellow AFB, TX collaborates with professionals in the San Antonio, TX area to promote excellence among early childhood professionals. The Goodfellow staff works with educators in the community to offer workshops for child-care personnel and providers. The staff also sponsors an annual professional recognition banquet for military and civilian child-care providers.

The management staff members at the Dyess AFB, TX are members of the Mayor's Abilene Children Today Team. They provide input and develop solutions for community issues related to children and families.

Child-care personnel at Fort Bliss, TX are participants in local efforts involving civilian child-care affiliate groups and organizations.

The Director at Kirtland AFB, NM attends state board meetings and reviews training programs for state-sponsored early childhood training. The staff also assists civilian centers in becoming accredited.

The staff members at Beale AFB, CA are part of the Sutter, Yuba and Colusa Counties Director Consortia. The Consortia meets monthly to network and benchmark with other state, federal and private centers as well as Yuba College. They have established a local planning committee for early childhood education. Joint training has been offered along with peer review activities.

As a member of the Tri-County School-Age Association, the Naval Weapons Station Charleston, SC management staff presents workshops on school-age program environments and staff training.

Selfridge Air National Guard Base, MI and Macomb County Community Coordinated Child Care jointly offer training on topics such as: child development, how to equip a program, and positive guidance.

Ft. Detrick, MD and the Montgomery County Child Care Association participate in family child-care provider training. Day long workshops collaboratively foster an exchange of ideas and improve community relations. Ft. Detrick is working with the Maryland State Department of Human Resources' Child Care Administration for joint oversight of family child-care homes. The partnership will enhance services for both civilian and military providers.

Ft. Leavenworth, KS is the co-sponsor for the Leavenworth Association for the Education of Young Child Annual State Conference. The annual conference is held at the Ft. Leavenworth Child Development Center.

The Naval Air Station Corpus Christi, TX Child Development Program staff, along with the Coastal Bend Work and Family Symposium, have formed a working group to advocate quality child and adult care. They support accreditation for child and adult care centers and work with employers who are implementing flexible work schedules and family support initiatives.

The staff at MCLB Albany, GA participates in the Georgia Association for the Education of Young Children local conference. The workshops have resulted in staff from local centers visiting the MCLB, and the Albany Child Development Program for additional training on environments in early childhood programs. The Supplemental Program Coordinator at MCLB is also a member of the Georgia Parenting Association. This membership supports opportunities to network and share resources and materials for parent education workshops.

Providers at MCB Camp Lejeune, NC are members of the Onslow County Child Care Association. The Association highlights family child-care as an affordable option for families. It also sponsors training and promotes family child care accreditation. Marine Corps providers are active in the Association and have sponsored training and networking sessions.

MCB Quantico, VA partners with the Prince William County Project Parent Program. The partnership works to support the education, economic and social needs of parents through training, opportunities for social activities, and easy to read training/information packets on strengthening parent/child relationships.

The Army Materiel Command Headquarters, VA child development program staff members participate in the Arlington County Child Care Advisory Committee. They provide recommendations to the county on how to increase the availability of child-care and how to improve parent education programs. The staff is also working with the Arlington community to develop a comprehensive evaluation plan for their preschool programs.

The Army Headquarters, VA child development and youth program staff share program expertise with the local council governments for Maryland, Virginia and the District of Columbia.

h. Innovative Collaborations:

This section describes unique collaborations that are indicative of the creativity and talents of the individuals who work in our early childhood programs. These kinds of collaborations are often termed as "thinking outside of the box." They have the potential

to move early childhood programs to the next level. The inclusion of community resources and organizations not commonly included in early childhood programs has the potential to greatly impact the lives of children and families.

The Andrews AFB, MD Child Development and Youth Program staff participates in a collaboration between Maryland Public Television and child-serving agencies. In addition to producing stories for children, they provide training for staff and providers on multiculturalism, storytelling, and art appreciation for staff and providers.

The McChord AFB, WA Child Development Program and local community agencies sponsor the Creative Arts Festival for Young Children. The McChord staff plans and presents art activities for children and parents to do together.

The United States Air Force Academy, CO and other military and community entities produce an annual community Family Festival. The festival provides "hands-on" activities for families and children. Information for families on community resources is available. Planning the festival promotes networking between the community and military programs serving families. The Family Child Care Program at the United States Air Force Academy, CO has also collaborated with the Mental Health Association of El Paso County, CO on a program entitled "Striking Out Stress." Family Child Care staff and providers are trained to present workshops on reducing stress for other providers and parents.

The Kelly AFB, TX Child Development Program is involved in a collaborative effort with the Texas Department of Health and Transportation to promote child car seat safety. This program, entitled "Safe Riders," also includes insurance company representatives.

Ft. Bliss, TX is collaborating with Armed Service's Young Men's Christian Association. The Association operates an 80-child capacity center on Ft. Bliss. The Ft. Bliss Training and Curriculum Specialist and Center Director provide training and technical assistance to the Association staff.

The Family Advocacy staff at Vance AFB, OK and local public schools have developed a Parent University. They have developed a parent training curricula and jointly present training in local schools and at on-base locations.

MCB Camp Pendleton, CA has established an inter-generational program with a community Senior Center. The seniors visit the center and provide activities for the children. This partnership provides meaningful experiences for both the children and the seniors. Sheppard AFB, TX and Malmstrom AFB, MT also have established programs with senior citizens to promote inter-generational activities and age-appropriate "extended family relationships."

Naval Amphibious Base, CA has signed a Memorandum of Agreement with Silver Strand Elementary School and the local school district to provide staff and oversight for a pre-school age program. The children in the program are in a state-funded enrichment program for low-income families that operated during the school year leaving them without care during the summer. The summer program will support these families so they can continue to work.

V. Recommendations For Improving DoD Child Development Programs

a. Accreditation for Family Child-Care and School-Age Care Programs:

The Military Services have a very comprehensive Family Child Care (FCC) system with a transferable training program and an excellent support system. DoD will join and support ongoing efforts to develop a national accreditation system for FCC providers that is similar to the one operated by National Academy for Early Childhood Program. Achieving FCC accreditation will result in formal recognition of the quality of military FCC programs and will help effect parity of care between Child Development Centers and FCC homes.

Achieving national accreditation of school-age care programs is the next step towards providing a continuum of quality child-care programs for children from birth through 12 years of age. We plan to support national efforts, already underway, to continue the development of an accreditation system for school-age care programs. Twelve military programs are currently participating in the national test.

- While support for national accreditation will not be a major cost factor for the Department as a whole, the Military Services or individual installations may incur small additional costs to implement FCC and school-age accreditation standards.

b. Use existing technology to share program information and improve resource and referral systems to maximize child care options on and off the installation:

DoD will develop a web site to share the Military Child Development Program practices, training opportunities, materials and information to assist parents in locating quality child-care within DoD and off-base. Providing resource and referral information on a web site will enable families who are relocating with immediate access to quality child-care options at their new location. In addition, it will help the staff better manage waiting lists and may reduce placement time.

- DoD has budgeted for the development of the web site.
- The Services would incur additional costs to get installation centers on line so they can access and maintain current information.

c. Develop partnerships with elementary schools for facility use for school-age care:

To increase the availability of care, we will develop partnerships with local school systems allowing our staffs to operate before and after school-age care and vacation care programs whenever possible. This initiative will benefit the community and DoD families by providing positive alternatives for children during the non-school hours.

- Funding for school-age care was included in the Secretary of Defense's 1995 Quality of Life Initiative.

d. Expand Family-Child Care off-base:

The demand for child-care is high and space is limited. On-base FCC homes are close to achieving maximum growth. Promoting DoD certification of military family members living in communities surrounding military bases is a cost effective means of expanding child-care and raising the level of quality care in the community. Military bases will develop Memorandums of Agreement with local, state or host nation licensing agencies to train and monitor off-base providers. Off-base providers will have access to lending library and DoD-sponsored training. Some installations will be eligible for appropriated fund subsidies.

- Although off-base FCC homes are the most cost-effective way of expanding the availability of quality child-care, there may be some additional installation costs for program oversight.

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

8

Divider Title: _____

"(d) **SEPARATION TO BE CONSIDERED INVOLUNTARY.**—A separation under this section shall be considered to be an involuntary separation for purposes of any other provision of law.

"(e) **ENTITLEMENT TO HEALTH CARE.**—A member separated under this section shall be entitled to medical and dental care under chapter 55 of this title to the same extent and under the same conditions as a person who is entitled to such care under section 1074(b) of this title.

"(f) **COUNSELING ABOUT AVAILABLE MEDICAL CARE.**—A member to be separated under this section shall be provided information, in writing, before such separation of the available medical care (through the Department of Veterans Affairs and otherwise) to treat the member's condition. Such information shall include identification of specific medical locations near the member's home of record or point of discharge at which the member may seek necessary medical care.

"(g) **HIV-POSITIVE MEMBERS.**—A member shall be considered to be HIV-positive for purposes of this section if there is serologic evidence that the member is infected with the virus known as Human Immunodeficiency Virus-1 (HIV-1), the virus most commonly associated with the acquired immune deficiency syndrome (AIDS) in the United States. Such serologic evidence shall be considered to exist if there is a reactive result given by an enzyme-linked immunosorbent assay (ELISA) serologic test that is confirmed by a reactive and diagnostic immunoelectrophoresis test (Western blot) on two separate samples. Any such serologic test must be one that is approved by the Food and Drug Administration."

(2) The item relating to such section in the table of sections at the beginning of chapter 59 of such title is amended to read as follows:

"1177. Members infected with HIV-1 virus: mandatory discharge or retirement."

(b) **EFFECTIVE DATE.**—Section 1177 of title 10, United States Code, as amended by subsection (a), applies with respect to members of the Armed Forces determined to be HIV-positive before, on, or after the date of the enactment of this Act. In the case of a member of the Armed Forces determined to be HIV-positive before such date, the deadline for separation of the member under subsection (a) of such section, as so amended, shall be determined from the date of the enactment of this Act (rather than from the date of such determination).

SEC. 568. REVISION AND CODIFICATION OF MILITARY FAMILY ACT AND MILITARY CHILD CARE ACT.

(a) **IN GENERAL.**—(1) Subtitle A of title 10, United States Code, is amended by inserting after chapter 87 the following new chapter:

"CHAPTER 88—MILITARY FAMILY PROGRAMS AND MILITARY CHILD CARE

Subchapter	Sec.
I. Military Family Programs	1781
II. Military Child Care	1791

"SUBCHAPTER I—MILITARY FAMILY PROGRAMS

- Sec.
 "1781. Office of Family Policy.
 "1782. Surveys of military families.
 "1783. Family members serving on advisory committees.

- *1784. Employment opportunities for military spouses.
- *1785. Youth sponsorship program.
- *1786. Dependent student travel within the United States.
- *1787. Reporting of child abuse.

***§ 1781. Office of Family Policy**

"(a) **ESTABLISHMENT.**—There is in the Office of the Secretary of Defense an Office of Family Policy (hereinafter in this section referred to as the 'Office'). The Office shall be under the Assistant Secretary of Defense for Force Management and Personnel.

"(b) **DUTIES.**—The Office—

"(1) shall coordinate programs and activities of the military departments to the extent that they relate to military families; and

"(2) shall make recommendations to the Secretaries of the military departments with respect to programs and policies regarding military families.

"(c) **STAFF.**—The Office shall have not less than five professional staff members.

***§ 1782. Surveys of military families**

"(a) **AUTHORITY.**—The Secretary of Defense may conduct surveys of members of the armed forces on active duty or in an active status, members of the families of such members, and retired members of the armed forces to determine the effectiveness of Federal programs relating to military families and the need for new programs.

"(b) **RESPONSES TO BE VOLUNTARY.**—Responses to surveys conducted under this section shall be voluntary.

"(c) **FEDERAL RECORDKEEPING REQUIREMENTS.**—With respect to such surveys, family members of members of the armed forces and reserve and retired members of the armed forces shall be considered to be employees of the United States for purposes of section 3502(3)(A)(i) of title 44.

***§ 1783. Family members serving on advisory committees**

"A committee within the Department of Defense which advises or assists the Department in the performance of any function which affects members of military families and which includes members of military families in its membership shall not be considered an advisory committee under section 3(2) of the Federal Advisory Committee Act (5 U.S.C. App.) solely because of such membership.

***§ 1784. Employment opportunities for military spouses**

"(a) **AUTHORITY.**—The President shall order such measures as the President considers necessary to increase employment opportunities for spouses of members of the armed forces. Such measures may include—

"(1) excepting, pursuant to section 3302 of title 5, from the competitive service positions in the Department of Defense located outside of the United States to provide employment opportunities for qualified spouses of members of the armed forces in the same geographical area as the permanent duty station of the members; and

"(2) providing preference in hiring for positions in nonappropriated fund activities to qualified spouses of members

of the armed forces stationed in the same geographical area as the nonappropriated fund activity for positions in wage grade UA-8 and below and equivalent positions and for positions paid at hourly rates.

"(b) REGULATIONS.—The Secretary of Defense shall prescribe regulations—

"(1) to implement such measures as the President orders under subsection (a);

"(2) to provide preference to qualified spouses of members of the armed forces in hiring for any civilian position in the Department of Defense if the spouse is among persons determined to be best qualified for the position and if the position is located in the same geographical area as the permanent duty station of the member;

"(3) to ensure that notice of any vacant position in the Department of Defense is provided in a manner reasonably designed to reach spouses of members of the armed forces whose permanent duty stations are in the same geographic area as the area in which the position is located; and

"(4) to ensure that the spouse of a member of the armed forces who applies for a vacant position in the Department of Defense shall, to the extent practicable, be considered for any such position located in the same geographic area as the permanent duty station of the member.

"(c) STATUS OF PREFERENCE ELIGIBLES.—Nothing in this section shall be construed to provide a spouse of a member of the armed forces with preference in hiring over an individual who is a preference eligible.

"§ 1785. Youth sponsorship program

"(a) REQUIREMENT.—The Secretary of Defense shall require that there be at each military installation a youth sponsorship program to facilitate the integration of dependent children of members of the armed forces into new surroundings when moving to that military installation as a result of a parent's permanent change of station.

"(b) DESCRIPTION OF PROGRAMS.—The program at each installation shall provide for involvement of dependent children of members presently stationed at the military installation and shall be directed primarily toward children in their preteen and teenage years.

"§ 1786. Dependent student travel within the United States

"Funds available to the Department of Defense for the travel and transportation of dependent students of members of the armed forces stationed overseas may be obligated for transportation allowances for travel within or between the contiguous States.

"§ 1787. Reporting of child abuse

"(a) IN GENERAL.—The Secretary of Defense shall request each State to provide for the reporting to the Secretary of any report the State receives of known or suspected instances of child abuse and neglect in which the person having care of the child is a member of the armed forces (or the spouse of the member).

"(b) DEFINITION.—In this section, the term 'child abuse and neglect' has the meaning provided in section 3(1) of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5102).

"SUBCHAPTER II—MILITARY CHILD CARE

"Sec.

"1791. Funding for military child care.

"1792. Child care employees.

"1793. Parent fees.

"1794. Child abuse prevention and safety at facilities.

"1795. Parent partnerships with child development centers.

"1796. Subsidies for family home day care.

"1797. Early childhood education program.

"1798. Definitions.

"§ 1791. Funding for military child care

"It is the policy of Congress that the amount of appropriated funds available during a fiscal year for operating expenses for military child development centers and programs shall be not less than the amount of child care fee receipts that are estimated to be received by the Department of Defense during that fiscal year.

"§ 1792. Child care employees

"(a) REQUIRED TRAINING.—(1) The Secretary of Defense shall prescribe regulations implementing a training program for child care employees. Those regulations shall apply uniformly among the military departments. Subject to paragraph (2), satisfactory completion of the training program shall be a condition of employment of any person as a child care employee.

"(2) Under those regulations, the Secretary shall require that each child care employee complete the training program not later than six months after the date on which the employee is employed as a child care employee.

"(3) The training program established under this subsection shall cover, at a minimum, training in the following:

"(A) Early childhood development.

"(B) Activities and disciplinary techniques appropriate to children of different ages.

"(C) Child abuse prevention and detection.

"(D) Cardiopulmonary resuscitation and other emergency medical procedures.

"(b) TRAINING AND CURRICULUM SPECIALISTS.—(1) The Secretary of Defense shall require that at least one employee at each military child development center be a specialist in training and curriculum development. The Secretary shall ensure that such employees have appropriate credentials and experience.

"(2) The duties of such employees shall include the following:

"(A) Special teaching activities at the center.

"(B) Daily oversight and instruction of other child care employees at the center.

"(C) Daily assistance in the preparation of lesson plans.

"(D) Assistance in the center's child abuse prevention and detection program.

"(E) Advising the director of the center on the performance of other child care employees.

"(3) Each employee referred to in paragraph (1) shall be an employee in a competitive service position.

"(c) **COMPETITIVE RATES OF PAY.**—For the purpose of providing military child development centers with a qualified and stable civilian workforce, employees at a military installation who are directly involved in providing child care and are paid from nonappropriated funds—

"(1) in the case of entry-level employees, shall be paid at rates of pay competitive with the rates of pay paid to other entry-level employees at that installation who are drawn from the same labor pool; and

"(2) in the case of other employees, shall be paid at rates of pay substantially equivalent to the rates of pay paid to other employees at that installation with similar training, seniority, and experience.

"(d) **EMPLOYMENT PREFERENCE PROGRAM FOR MILITARY SPOUSES.**—(1) The Secretary of Defense shall conduct a program under which qualified spouses of members of the armed forces shall be given a preference in hiring for the position of child care employee in a position paid from nonappropriated funds if the spouse is among persons determined to be best qualified for the position.

"(2) A spouse who is provided a preference under this subsection at a military child development center may not be precluded from obtaining another preference, in accordance with section 1794 of this title, in the same geographic area as the military child development center.

"(e) **COMPETITIVE SERVICE POSITION DEFINED.**—In this section, the term 'competitive service position' means a position in the competitive service, as defined in section 2102(a)(1) of title 5.

"§ 1793. Parent fees

"(a) **IN GENERAL.**—The Secretary of Defense shall prescribe regulations establishing fees to be charged parents for the attendance of children at military child development centers. Those regulations shall be uniform for the military departments and shall require that, in the case of children who attend the centers on a regular basis, the fees shall be based on family income.

"(b) **LOCAL WAIVER AUTHORITY.**—The Secretary of Defense may provide authority to installation commanders, on a case-by-case basis, to establish fees for attendance of children at child development centers at rates lower than those prescribed under subsection (a) if the rates prescribed under subsection (a) are not competitive with rates at local non-military child development centers.

"§ 1794. Child abuse prevention and safety at facilities

"(a) **CHILD ABUSE TASK FORCE.**—The Secretary of Defense shall maintain a special task force to respond to allegations of widespread child abuse at a military installation. The task force shall be composed of personnel from appropriate disciplines, including, where appropriate, medicine, psychology, and childhood development. In the case of such allegations, the task force shall provide

assistance to the commander of the installation, and to parents at the installation, in helping them to deal with such allegations.

"(b) NATIONAL HOTLINE.—(1) The Secretary of Defense shall maintain a national telephone number for persons to use to report suspected child abuse or safety violations at a military child development center or family home day care site. The Secretary shall ensure that such reports may be made anonymously if so desired by the person making the report. The Secretary shall establish procedures for following up on complaints and information received over that number.

"(2) The Secretary shall publicize the existence of the number.

"(c) ASSISTANCE FROM LOCAL AUTHORITIES.—The Secretary of Defense shall prescribe regulations requiring that, in a case of allegations of child abuse at a military child development center or family home day care site, the commander of the military installation or the head of the task force established under subsection (a) shall seek the assistance of local child protective authorities if such assistance is available.

"(d) SAFETY REGULATIONS.—The Secretary of Defense shall prescribe regulations on safety and operating procedures at military child development centers. Those regulations shall apply uniformly among the military departments.

"(e) INSPECTIONS.—The Secretary of Defense shall require that each military child development center be inspected not less often than four times a year. Each such inspection shall be unannounced. At least one inspection a year shall be carried out by a representative of the installation served by the center, and one inspection a year shall be carried out by a representative of the major command under which that installation operates.

"(f) REMEDIES FOR VIOLATIONS.—(1) Except as provided in paragraph (2), any violation of a safety, health, or child welfare law or regulation (discovered at an inspection or otherwise) at a military child development center shall be remedied immediately.

"(2) In the case of a violation that is not life threatening, the commander of the major command under which the installation concerned operates may waive the requirement that the violation be remedied immediately for a period of up to 90 days beginning on the date of the discovery of the violation. If the violation is not remedied as of the end of that 90-day period, the military child development center shall be closed until the violation is remedied. The Secretary of the military department concerned may waive the preceding sentence and authorize the center to remain open in a case in which the violation cannot reasonably be remedied within that 90-day period or in which major facility reconstruction is required.

"§1795. Parent partnerships with child development centers

"(a) PARENT BOARDS.—The Secretary of Defense shall require that there be established at each military child development center a board of parents, to be composed of parents of children attending the center. The board shall meet periodically with staff of the center and the commander of the installation served by the center for the purpose of discussing problems and concerns. The board, together with the staff of the center, shall be responsible for coordinating the parent participation program described in subsection (b).

"(b) PARENT PARTICIPATION PROGRAMS.—The Secretary of Defense shall require the establishment of a parent participation program at each military child development center. As part of such program, the Secretary of Defense may establish fees for attendance of children at such a center, in the case of parents who participate in the parent participation program at that center, at rates lower than the rates that otherwise apply.

"§ 1796. Subsidies for family home day care

The Secretary of Defense may use appropriated funds available for military child care purposes to provide assistance to family home day care providers so that family home day care services can be provided to members of the armed forces at a cost comparable to the cost of services provided by military child development centers. The Secretary shall prescribe regulations for the provision of such assistance.

"§ 1797. Early childhood education program

The Secretary of Defense shall require that all military child development centers meet standards of operation necessary for accreditation by an appropriate national early childhood programs accrediting body.

"§ 1798. Definitions

In this subchapter:

"(1) The term 'military child development center' means a facility on a military installation (or on property under the jurisdiction of the commander of a military installation) at which child care services are provided for members of the armed forces or any other facility at which such child care services are provided that is operated by the Secretary of a military department.

"(2) The term 'family home day care' means home-based child care services that are provided for members of the armed forces by an individual who (A) is certified by the Secretary of the military department concerned as qualified to provide those services, and (B) provides those services on a regular basis for compensation.

"(3) The term 'child care employee' means a civilian employee of the Department of Defense who is employed to work in a military child development center (regardless of whether the employee is paid from appropriated funds or nonappropriated funds).

"(4) The term 'child care fee receipts' means those nonappropriated funds that are derived from fees paid by members of the armed forces for child care services provided at military child development centers."

(2) The tables of chapters at the beginning of subtitle A, and at the beginning of part II of subtitle A, of title 10, United States Code, are amended by inserting after the item relating to chapter 87 the following new item:

"88. Military Family Programs and Military Child Care 1781".

(b) **REPORT ON FIVE-YEAR DEMAND FOR CHILDCARE.**—(1) Not later than the date of the submission of the budget for fiscal year 1997 pursuant to section 1105 of title 31, United States Code, the Secretary of Defense shall submit to Congress a report on the expected demand for child care by military and civilian personnel of the Department of Defense during fiscal years 1997 through 2001.

(2) The report shall include—

(A) a plan for meeting the expected child care demand identified in the report; and

(B) an estimate of the cost of implementing that plan.

(3) The report shall also include a description of methods for monitoring family home day care programs of the military departments.

(c) **PLAN FOR IMPLEMENTATION OF ACCREDITATION REQUIREMENT.**—The Secretary of Defense shall submit to the Committee on Armed Services of the Senate and the Committee on National Security of the House of Representatives a plan for carrying out the requirements of section 1787 of title 10, United States Code, as added by subsection (a). The plan shall be submitted not later than April 1, 1997.

(d) **CONTINUATION OF DELEGATION OF AUTHORITY WITH RESPECT TO HIRING PREFERENCE FOR QUALIFIED MILITARY SPOUSES.**—The provisions of Executive Order No. 12568, issued October 2, 1986 (10 U.S.C. 113 note), shall apply as if the reference in that Executive order to section 806(a)(2) of the Department of Defense Authorization Act of 1986 refers to section 1784 of title 10, United States Code, as added by subsection (a).

(e) **REPEALER.**—The following provisions of law are repealed:

(1) The Military Family Act of 1985 (title VIII of Public Law 99-145; 10 U.S.C. 113 note).

(2) The Military Child Care Act of 1989 (title XV of Public Law 101-189; 10 U.S.C. 113 note).

SEC. 569. DETERMINATION OF WHEREABOUTS AND STATUS OF MISSING PERSONS.

(a) **PURPOSE.**—The purpose of this section is to ensure that any member of the Armed Forces (and any Department of Defense civilian employee or contractor employee who serves with or accompanies the Armed Forces in the field under orders) who becomes missing or unaccounted for is ultimately accounted for by the United States and, as a general rule, is not declared dead solely because of the passage of time.

(b) **IN GENERAL.**—(1) Part II of subtitle A of title 10, United States Code, is amended by inserting after chapter 75 the following new chapter:

“CHAPTER 76—MISSING PERSONS

“Sec.

“1501. System for accounting for missing persons.

“1502. Missing persons: initial report.

“1503. Actions of Secretary concerned: initial board inquiry.

“1504. Subsequent board of inquiry.

“1505. Further review.

“1506. Personnel files.

“1507. Recommendation of status of death.

“1508. Judicial review.

the Survivor Benefit Plan or the Supplemental Survivor Benefit Plan, as the case may be.

(i) **REPORT CONCERNING OPEN SEASON.**—Not later than June 1, 1990, the Secretary of Defense shall submit to the Committees on Armed Services of the Senate and House of Representatives a report on the open season authorized by this section for the Survivor Benefit Plan. The report shall include—

- (1) a description of the Secretary's plans for implementation of the open season;
- (2) the Secretary's estimates of the costs associated with the open season, including any anticipated effect of the open season on the actuarial status of the Department of Defense Military Retirement Fund; and
- (3) any recommendation by the Secretary for further legislative action.

10 USC 1448
note.

SEC. 1404. DEFINITIONS

For the purpose of this title:

- (1) The term "Survivor Benefit Plan" means the program established under subchapter II of chapter 73 of title 10, United States Code.
- (2) The term "retired pay" includes retainer pay paid under section 6330 of title 10, United States Code.
- (3) The terms "uniformed services" and "Secretary concerned" have the meanings given those terms in section 101 of title 37, United States Code.

SEC. 1407. MISCELLANEOUS TECHNICAL AND CLERICAL AMENDMENTS

(a) **GENERAL AMENDMENTS.**—Subchapter II of chapter 73 of title 10, United States Code, is amended as follows:

- (1) Section 1447 is amended—
 - (A) in paragraph (5), by striking out "this clause" both places it appears and inserting in lieu thereof "this paragraph";
 - (B) in paragraph (11), by inserting "paid under section 6330 of this title" after "retainer pay"; and
 - (C) by adding at the end the following new paragraph:

"(14) The term 'reserve-component retired pay' means retired pay under chapter 67 of this title."
- (2) Sections 1447(2)(B), 1447(2)(C)(ii), 1448(a)(1)(B), 1448(a)(2)(B), 1448(f)(1)(A), 1448(f)(1)(B), and 1450(i)(1) are amended by striking out "retired pay under chapter 67 of this title" and inserting in lieu thereof "reserve-component retired pay".
- (3) Sections 1447(2)(C)(i), 1447(3), 1447(4), 1448(a)(4)(A), 1449, and 1450(i)(2) are amended by striking out "or retainer".
- (4) Section 1450(f)(3)(B) is amended—
 - (A) by striking out "before October 1, 1985, or"; and
 - (B) by striking out ", whichever is later".
- (5) Section 1451(c)(4) is amended by inserting "by reason of the service of a person who first became a member of a uniformed service before September 8, 1980" after "of this title".
- (6) Section 1451(e)(1) is amended by striking out "plan" in the matter preceding subparagraph (A) and inserting in lieu thereof "Plan".
- (7) Section 1451(e)(1)(B) is amended—
 - (A) by striking out "is" each place it appears and inserting in lieu of "of";

(B) by striking out "has" in clause (ii) and inserting in lieu thereof "had"; and

(C) by striking out "would be" in clause (iii) and inserting in lieu thereof "would have been".

(8) Section 1451(e)(2) is amended by striking out "(as the base amount is adjusted from time to time under section 1401a of this title)" in subparagraphs (A) and (B).

(9) Section 1452(h) is amended—

(A) by inserting "(or any other provision of law)" after "of this title" the first place it appears; and

(B) by striking out "increased under section 1401a of this title" and inserting in lieu thereof "so increased".

(10)(A) The heading of section 1454 is amended to read as follows:

§ 1454. Correction of administrative errors".

(B) The item relating to that section in the table of sections at the beginning of that subchapter is amended to read as follows:

"1454. Correction of administrative errors".

(b) **PARITY OF TREATMENT OF FORMER SPOUSES AND SURVIVING SPOUSES.**—(1) Section 1451(e) of title 10, United States Code, is amended by inserting "or former spouse" in paragraphs (3)(A) and (4)(A) after "widow or widower".

(2) The amendments made by paragraph (1) shall apply only with respect to the computation of an annuity for a person who becomes a former spouse under a divorce that becomes final after the date of the enactment of this Act.

10 USC 1451
note.

TITLE XV—MILITARY CHILD CARE

SEC. 1501. SHORT TITLE; DEFINITIONS

(a) **SHORT TITLE.**—This title may be cited as the "Military Child Care Act of 1989".

(b) **DEFINITIONS.**—For purposes of this title:

(1) The term "military child development center" means a facility on a military installation (or on property under the jurisdiction of the commander of a military installation) at which child care services are provided for members of the Armed Forces or any other facility at which such child care services are provided that is operated by the Secretary of a military department.

(2) The term "family home day care" means home-based child care services that are provided for members of the Armed Forces by an individual who (A) is certified by the Secretary of the military department concerned as qualified to provide those services, and (B) provides those services on a regular basis for compensation.

(3) The term "child care employee" means a civilian employee of the Department of Defense who is employed to work in a military child development center (regardless of whether the employee is paid from appropriated funds or nonappropriated funds).

(4) The term "child care fee receipts" means those nonappropriated funds that are derived from fees paid by members of the Armed Forces for child care services provided at military child development centers.

Military Child
Care Act of 1989.
10 USC 113 note.

SEC. 1502. FUNDING FOR MILITARY CHILD CARE FOR FISCAL YEAR 1990

(a) **FISCAL YEAR 1990 FUNDING.**—(1) It is the policy of Congress that the amount of appropriated funds available during fiscal year 1990 for operating expenses for military child development centers shall not be less than the amount of child care fee receipts that are estimated to be received by the Department of Defense during that fiscal year. Of the amount authorized to be appropriated for the Department of Defense for fiscal year 1990, \$102,000,000 shall be available for operating expenses for military child development centers.

(2) In addition to the amount referred to in paragraph (1), \$26,000,000 shall be available for child care and child-related services of the Department other than military child development centers.

(3) In using the funds referred to in paragraph (1), the Secretary shall give priority to—

(A) increasing the number of child care employees who are directly involved in providing child care for members of the Armed Forces; and

(B) expanding the availability of child care for members of the Armed Forces.

(b) **FUNDS DERIVED FROM PARENT FEES TO BE USED FOR EMPLOYEE COMPENSATION AND OTHER CHILD CARE SERVICES.**—(1) Except as provided in paragraph (2), child care fee receipts may be used during fiscal year 1990 only for compensation of child care employees who are directly involved in providing child care.

(2) If the Secretary of Defense determines that compliance with the limitation in paragraph (1) would result in an uneconomical and inefficient use of such fee receipts, the Secretary may (to the extent that such compliance would be uneconomical and inefficient) use such receipts—

(A) first, for the purchase of consumable or disposable items for military child development centers; and

(B) if the requirements of such centers for consumable or disposable items for fiscal year 1990 have been met, for other expenses of those centers.

(c) **REPORT.**—(1) Not later than December 31, 1989, the Secretary of Defense shall submit to the Committees on Armed Services of the Senate and House of Representatives a report on how the Secretary intends to use the funds referred to in subsection (a), including how the Secretary intends to achieve the priorities specified in paragraph (3) of that subsection.

(2) If at the time such report is submitted the Secretary proposes to use the authority provided by subsection (b)(2), the Secretary shall include in the report under paragraph (1) a description of the use proposed to be made of that authority and a statement of the reasons why the Secretary determined that compliance with the limitation in subsection (b)(1) would result in an uneconomical and inefficient use of child care fee receipts, together with supporting cost information and other information justifying the determination.

(3) If the Secretary uses such authority after December 31, 1989, the Secretary shall promptly inform the committees of the use of the authority and of the reasons for its use.

SEC. 1503. CHILD CARE EMPLOYEES

(a) **REQUIRED TRAINING.**—(1) The Secretary of Defense shall establish, and prescribe regulations to implement, a training program for child care employees. Those regulations shall apply uniformly among the military departments. Subject to paragraph (2), satisfactory completion of the training program shall be a condition of employment of any person as a child care employee.

(2) Under those regulations, the Secretary shall require that each child care employee complete the training program not later than six months after the date on which the employee is employed as a child care employee (except that, in the case of a child care employee hired before the date on which the training program is established, the Secretary shall require that the employee complete the program not later than six months after that date).

(3) The training program established under this subsection shall cover, at a minimum, training in the following:

(A) Early childhood development.

(B) Activities and disciplinary techniques appropriate to children of different ages.

(C) Child abuse prevention and detection.

(D) Cardiopulmonary resuscitation and other emergency medical procedures.

(b) **TRAINING AND CURRICULUM SPECIALISTS.**—(1) The Secretary of Defense shall require that at least one employee at each military child development center be a specialist in training and curriculum development. The Secretary shall ensure that such employees have appropriate credentials and experience.

(2) The duties of such employees shall include the following:

(A) Special teaching activities at the center.

(B) Daily oversight and instruction of other child care employees at the center.

(C) Daily assistance in the preparation of lesson plans.

(D) Assistance in the center's child abuse prevention and detection program.

(E) Advising the director of the center on the performance of other child care employees.

(3) Each employee referred to in paragraph (1) shall be an employee in a competitive service position.

(c) **PROGRAM TO TEST COMPETITIVE RATES OF PAY.**—(1) For the purpose of improving the capability of the Department of Defense to provide military child development centers with a qualified and stable civilian workforce, the Secretary of Defense shall conduct a program as provided in this subsection to increase the compensation of child care employees. The Secretary shall begin the program not later than six months after the date of the enactment of this Act. The program shall be in effect for a period of at least two years.

(2) The program shall apply to all child care employees who—

(A) are directly involved in providing child care; and

(B) are paid from nonappropriated funds.

(3) Under the program, child care employees at a military installation who are described in paragraph (2) shall be paid—

(A) in the case of entry-level employees, at rates of pay competitive with the rates of pay paid to other entry-level employees at that installation who are drawn from the same labor

Regulations.

(B) In the case of other employees, at rates of pay substantially equivalent to the rates of pay paid to other employees at that installation with similar training, seniority, and experience.

(d) **EMPLOYMENT PREFERENCE TEST PROGRAM FOR MILITARY SPOUSES.**—(1) The Secretary of Defense shall conduct a test program under which qualified spouses of members of the Armed Forces shall be given a preference in hiring for the position of child care employee in a position paid from nonappropriated funds if the spouse is among persons determined to be best qualified for the position. A spouse who is provided a preference under this subsection at a military child development center may not be precluded from obtaining another preference, in accordance with section 806 of the Military Family Act of 1985 (10 U.S.C. 113 note), in the same geographical area as the military child development center.

(2) The test program under this subsection shall run concurrently with the program under subsection (c).

(e) **REPORT ON COMPENSATION AND SPOUSE EMPLOYMENT PREFERENCE PROGRAMS.**—Not later than March 1, 1991, the Secretary of Defense shall submit to the Committees on Armed Services of the Senate and House of Representatives a report on the programs under subsections (c) and (d). The report shall include the findings of the Secretary concerning the effect of each of the programs on the quality of child care provided in military child development centers and the effect of the spouse employment preference program on employee turnover at such centers.

(f) **ADDITIONAL CHILD CARE POSITIONS.**—(1) The Secretary of Defense shall make available for child care programs of the Department of Defense, not later than September 30, 1990, at least 1,000 competitive service positions in addition to the number of competitive service positions in such programs as of September 30, 1989. During fiscal year 1991, the Secretary shall make available to child care programs of the Department additional competitive service positions so that the number of competitive service positions in such programs as of September 30, 1991, is at least 3,700 greater than the number of competitive service positions in such programs as of September 30, 1989.

(2) The Secretary may waive the increase otherwise required by the second sentence of paragraph (1) to the extent that the Secretary determines that such increase is not executable. If the Secretary issues such a waiver, the Secretary shall promptly submit to the Committees on Armed Services of the Senate and House of Representatives a report on the waiver. Any such report shall specify the number of such positions waived and the reasons for the waiver.

(3) The additional positions provided for in paragraph (1), and the workyears associated with those positions, that are used outside the United States shall not be counted for purpose of applying any limitation on the total number of positions or workyears, respectively, available to the Department of Defense outside the United States (or any limitation on the availability of appropriated funds for such positions or workyears for any fiscal year).

(g) **COMPETITIVE SERVICE POSITION DEFINED.**—For purposes of this section, the term "competitive service position" means a position in the competitive service as defined in section 2102(a)(1) of title 5, United States Code.

Reports.

SEC. 1644. PARENT FEES

The Secretary of Defense shall prescribe regulations establishing fees to be charged parents for the attendance of children at military child development centers. Those regulations shall be uniform for the military departments and shall require that, in the case of children who attend the centers on a regular basis, the fees shall be based on family income.

Regulations.

SEC. 1645. CHILD ABUSE PREVENTION AND SAFETY AT FACILITIES

(a) **CHILD ABUSE TASK FORCE.**—The Secretary of Defense shall establish and maintain a special task force to respond to allegations of widespread child abuse at a military installation. The task force shall be composed of personnel from appropriate disciplines, including, where appropriate, medicine, psychology, and childhood development. In the case of such allegations, the task force shall provide assistance to the commander of the installation, and to parents at the installation, in helping them to deal with such allegations.

Establishment.

(b) **NATIONAL HOTLINE.**—(1) The Secretary of Defense shall establish and maintain a national telephone number for persons to use to report suspected child abuse or safety violations at a military child development center or family home day care site. The Secretary shall ensure that such reports may be made anonymously if so desired by the person making the report. The Secretary shall establish procedures for following up on complaints and information received over that number.

Communication and telecommunications.

(2) The Secretary shall establish such national telephone number not later than 90 days after the date of the enactment of this Act and shall publicize the existence of the number.

Effective date.

(c) **ASSISTANCE FROM LOCAL AUTHORITIES.**—The Secretary of Defense shall prescribe regulations requiring that, in a case of allegations of child abuse at a military child development center or family home day care site, the commander of the military installation or the head of the task force established under subsection (a) shall seek the assistance of local child protective authorities if such assistance is available.

Regulations.

(d) **SAFETY REGULATIONS.**—The Secretary of Defense shall prescribe regulations on safety and operating procedures at military child development centers. Those regulations shall apply uniformly among the military departments.

(e) **INSPECTIONS.**—The Secretary of Defense shall require that each military child development center be inspected not less often than four times a year. Each such inspection shall be unannounced. At least one inspection a year shall be carried out by a representative of the installation served by the center, and one inspection a year shall be carried out by a representative of the major command under which that installation operates.

(f) **REMEDIES FOR VIOLATIONS.**—(1) Except as provided in paragraph (2), any violation of a safety, health, or child welfare law or regulation (discovered at an inspection or otherwise) at a military child development center shall be remedied immediately.

(2) In the case of a violation that is not life threatening, the commander of the major command under which the installation concerned operates may waive the requirement that the violation be remedied immediately for a period of up to 90 days beginning on the date of the discovery of the violation. If the violation is not remedied as of the end of that 90-day period, the military child development center shall be closed until the violation is remedied. The Secretary

Reports

of the military department concerned may waive the preceding sentence and authorize the center to remain open in a case in which the violation cannot reasonably be remedied within that 90-day period or in which major facility reconstruction is required.

(3) If a military child development center is closed under paragraph (2), the Secretary of the military department concerned shall promptly submit to the Committees on Armed Services of the Senate and House of Representatives a report notifying those committees of the closing. The report shall include—

(A) notice of the violation that resulted in the closing and the cost of remedying the violation; and

(B) a statement of the reasons why the violation has not been remedied as of the time of the report.

(g) **REPORT ON COOPERATION WITH DEPARTMENT OF JUSTICE.**—(1) The Secretary of Defense, in consultation with the Attorney General, shall study matters relating to military child care that are of concern to the Department of Justice. The matters studied shall include the following:

(A) Improving communication between the Department of Defense and the Department of Justice in investigations of child abuse in military programs and in the coordination of the conduct of such investigations.

(B) Eliminating overlapping responsibilities between the two departments.

(C) Making better use of government and non-government experts in child abuse investigations and prosecutions.

(D) Improving communication with affected families by the Department of Defense, the Department of Justice, and appropriate State and local agencies.

(2) Not later than six months after the date of the enactment of this Act, the Secretary of Defense shall submit to Congress a report on the study required by paragraph (1). The report shall include recommendations on methods for improving the matters studied.

(3) Not later than nine months after the date of the enactment of this Act, the Comptroller General of the United States shall submit to Congress a report evaluating the findings in the report submitted under paragraph (2).

Establishment.

SEC. 1504. PARENT PARTNERSHIPS WITH CHILD DEVELOPMENT CENTERS

(a) **PARENT BOARDS.**—The Secretary of Defense shall require that there be established at each military child development center a board of parents, to be composed of parents of children attending the center. The board shall meet periodically with staff of the center and the commander of the installation served by the center for the purpose of discussing problems and concerns. The board, together with the staff of the center, shall be responsible for coordinating the parent participation program described in subsection (b).

(b) **PARENT PARTICIPATION PROGRAMS.**—The Secretary of Defense shall require the establishment of a parent participation program at each military child development center. As part of such program, the Secretary of Defense may establish fees for attendance of children at such a center, in the case of parents who participate in the parent participation program at that center, at rates lower than the rates that otherwise apply.

SEC. 1507. REPORT ON FIVE-YEAR DEMAND FOR CHILD CARE

(a) **REPORT REQUIRED.**—Not later than six months after the date of the enactment of this Act, the Secretary of Defense shall submit to Congress a report on the expected demand for child care by military and civilian personnel of the Department of Defense during fiscal years 1991 through 1995.

(b) **PLAN FOR MEETING DEMAND.**—The report shall include—

(1) a plan for meeting the expected child care demand identified in the report; and

(2) an estimate of the cost of implementing that plan.

(c) **MONITORING OF FAMILY DAY CARE PROVIDERS.**—The report shall also include a description of methods for monitoring family home day care programs of the military departments.

SEC. 1508. SUBSIDIES FOR FAMILY HOME DAY CARE

The Secretary of Defense may use appropriated funds available for military child care purposes to provide assistance to family home day care providers so that family home day care services can be provided to members of the Armed Forces at a cost comparable to the cost of services provided by military child development centers. The Secretary shall prescribe regulations for the provision of such assistance.

Regulations.

SEC. 1509. EARLY CHILDHOOD EDUCATION DEMONSTRATION PROGRAM

(a) **DEMONSTRATION PROGRAM FOR ACCREDITED CENTERS.**—(1) The Secretary of Defense shall carry out a program to demonstrate the effect on the development of preschool children of requiring that military child development centers meet standards of operation necessary for accreditation by an appropriate national early childhood programs accrediting body. To carry out such demonstration program, the Secretary shall ensure that not later than June 1, 1991, at least 50 military child development centers are accredited by such an appropriate national early childhood accrediting body.

(2) Each military child development center so accredited shall be designated as an early childhood education demonstration project and shall serve as a program model for other military child development centers and family home day care providers at military installations.

(b) **PLAN FOR IMPLEMENTATION.**—Not later than April 1, 1990, the Secretary shall submit to the Committees on Armed Services of the Senate and House of Representatives a plan for carrying out the requirements of subsection (a).

(c) **EVALUATION.**—The Secretary shall obtain an independent evaluation of the demonstration program carried out under subsection (a) to determine the extent to which the imposition of a requirement that military child development centers meet accreditation standards effectively promotes the development of preschool children of members of the Armed Forces. The Secretary shall report the results of the evaluation to Congress, together with such comments and recommendations as the Secretary considers appropriate, not later than July 15, 1992.

Reports.

SEC. 1510. DEADLINE FOR REGULATIONS

Regulations required to be prescribed by this title shall be prescribed not later than 90 days after the date of the enactment of this Act.

Clinton Presidential Records Digital Records Marker

This is not a presidential record. This is used as an administrative marker by the William J. Clinton Presidential Library Staff.

This marker identifies the place of a tabbed divider. Given our digitization capabilities, we are sometimes unable to adequately scan such dividers. The title from the original document is indicated below.

9

Divider Title: _____



Department of Defense INSTRUCTION

January 19, 1993
NUMBER 6060.2

ASD(FM&P)

SUBJECT: Child Development Programs (CDPs)

- References:
- (a) DoD Instruction 6060.2, subject as above, March 3, 1989 (hereby canceled)
 - (b) Assistant Secretary of Defense (Force Management and Personnel) Memorandum, "Implementing Guidance Required by the Military Child Care Act of 1989," March 23, 1990 (hereby canceled)
 - (c) DoD Directive 1342.17, "Family Policy," December 30, 1988
 - (d) DoD Directive 4001.1, "Installation Management," September 4, 1986
 - (e) through (qq), see enclosure 1

A. REISSUANCE AND PURPOSE

This Instruction:

1. Reissues reference (a), supersedes reference (b), and updates policy, responsibilities, and procedures for CDPs for eligible minor children of DoD military and civilian personnel in accordance with references (c) and (d) and DoD Directive 5124.2 (reference (e)).
2. Continues to authorize the publication of DoD 6060.1-M-18 (reference (f)), consistent with DoD 5025.1-M (reference (g)).
3. Authorizes the publication of "DoD Child Development Employee Training Modules," "DoD Child Abuse Training Modules for Caregivers," "DoD Child Abuse Training Modules for Family Child Care Providers," "DoD Family Child Care Training Modules," "DoD CDP Standards and Inspection Checklist," "DoD Child Development Need Survey," "The DoD School-Age Care Training Modules," and DD Form 2636, "DoD Certificate to Operate Child Development Programs," consistent with reference (g).
4. Implements Pub. L. No. 101-189, Title XV (reference (h)).
5. Replaces references (i) through (aa).

B. APPLICABILITY

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard when it is operating as a Service

of the Navy, and when it is operating as a Service of the Department of Transportation (DoT) by agreement with the DoT.

2. CDPs sponsored or operated by or for the Department of Defense for military and civilian personnel and located on a military installation or on property under the jurisdiction of any component of the Department of Defense.

C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

D. POLICY

The purpose of CDPs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and the accomplishment of the DoD mission, and to improve the economic viability of the family unit. Child care is not considered an entitlement. It is DoD policy that on military installations and in other DoD Component facilities and to the extent possible:

1. The DoD Components shall provide CDPs, or viable alternatives, to military members and DoD civilian personnel. The first goal of the CDP is to assist DoD military and civilian personnel who are parents of children under the age of 6, or who are full-time students, in locating at least one affordable option for quality child care. The second goal is to assist DoD personnel who are parents of school-aged children in locating child care. The third goal is to expand availability of care through use of resource and referral (R&R) programs to quality affordable options both on and off DoD installations. The fourth goal is that, whenever possible, the DoD Components will support the needs of their personnel for hourly care and preschool programs by expanding the use of facilities and programs other than the Child Development Centers (CDCs).

2. The primary sources of DoD-sponsored or -operated CDPs include CDCs, Family Child Care (FCC) Homes, and R&R Programs. In addition, the DoD Components are encouraged to provide School-Aged Care (SAC) Programs and Preschools in other facilities, such as youth centers, chapels, and schools. The DoD Components are encouraged to provide Supplemental Child Care (SCC) options when needed.

3. Eligible patrons of DoD CDPs include active duty military personnel, DoD civilian personnel paid from both appropriated funds (APF) and nonappropriated funds (NAF), reservists on active duty or during inactive duty personnel training, and DoD contractors. The first priority is child care for active duty military and DoD civilian personnel. Each installation commander and Defense Agency Director and/or Commander shall establish a priority system under which access to CDPs shall be determined. In all cases, first priority shall be given to children of active duty military and DoD civilian personnel who are either:

a. Single parents; or

b. Whose spouse is employed on a full-time basis outside the home or is a military member on active duty. Installation commanders and Defense

Agency Directors and/or Commanders shall determine on a case-by-case basis whether a spouse employed on a full-time basis but working within the home qualifies for first priority treatment. The installation commander or Defense Agency Director and/or Commander shall make a statement of these priorities available to all eligible patrons seeking enrollment of their children in DoD CDPs.

4. If the unmet need for child care for DoD military and civilian personnel in the first priority of subsection D.3., above, exceeds 20 percent of the available space, the installation commander or Defense Agency Director and/or Commander shall take appropriate action, as necessary, to expand the availability of care through the use of R.R. or contract services so as to offer quality, affordable options, both on- and off-installation. The installation commander or Defense Agency Director and/or Commander may meet the need for school-age care through the use of youth facilities, schools, and other appropriate community facilities. The installation commander or Defense Agency Director and/or Commander may meet parents' requests for hourly care for children from birth through the age of 12 and for preschool programs, by using other suitable facilities or programs such as FCC.

5. Parents have primary responsibility for the health, safety, and well-being of their children. Parents will be encouraged to participate in the planning and evaluation of the CDP as well as their child's care and development. The CDP shall provide parents with opportunities for direct participation in program activities.

6. The CDP, regardless of program setting, shall promote the cognitive, social, emotional, and physical development of children and shall:

- a. Meet the basic needs of children in a safe, healthy, and nurturing environment.
- b. Recognize the individual differences of children and provide an environment that encourages children's self-confidence, curiosity, creativity, and self-discipline.
- c. Employ competent and well-trained personnel.
- d. Support parents in the care and development of their children.
- e. Provide referrals to family support programs, education, health, and recreational programs.

7. DoD CDPs shall comply with the Crime Control Act of 1990 (reference (bb)), implementing guidance, and DoD Directive 6400.1 (reference (cc)). It is DoD policy to provide comprehensive programs to prevent child abuse and promote early identification and reporting of cases of alleged child abuse. Reporting instances of alleged child abuse or neglect is mandatory for CDP personnel.

8. Programs and activities conducted under this Instruction shall comply with DoD Directive 1020.1 (reference (dd)). No otherwise qualified person with a disability shall be subjected to discrimination by a DoD CDP. This includes children with disabilities who meet the essential eligibility requirements for

CDP services and parents with disabilities whose children are receiving or seeking CDP services.

9. Each DoD Component providing a DoD Child Development facility-based program shall operate, maintain, and fund these programs with direct APF at least equal to the amount of user fees collected. DoD Agencies previously excluded from this requirement shall have until January 1, 1996, to comply. This requirement does not apply to CDCs that are the result of a long-term facilities' contract under Section 2809 of 10 U.S.C. or a lease-purchase agreement under Section 2812 of 10 U.S.C. (reference (ee)).

10. The DoD Components, except those in the National Capital Region (NCR) (DoD Instruction 5305.5 (reference (ff))), are authorized, in accordance with 40 U.S.C. 490b (reference (gg)), to apply to the General Services Administration (GSA) for building space for use in providing child care for DoD personnel when such activities are housed in GSA facilities. Each DoD Component shall provide a copy of this application to the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)). DoD Components operating CDPs in GSA-controlled space shall comply with GSA standards for funding and operation of child care programs. All CDPs provided in GSA facilities, where the Department of Defense is the sole sponsoring agency and the space has been delegated to the Department of Defense by the GSA, shall comply with the standards and operational requirements prescribed in this Instruction.

11. The DoD Components in the NCR shall use the space acquisition procedures in reference (m) to gain the assignment of space, either in Government-owned or -leased facilities, from the GSA.

12. The DoD Components shall use the MIL-HNBK 1037/2 (reference (hh)) as the prescribed minimum construction standards for all CD facilities. State and local construction standards may be used, but are not required except if the CD facility is located on an area over which the United States Federal Government has no legislative jurisdiction, and then only if the State and local standards are more stringent.

13. Each CDC and FCC home shall keep a copy of the Family Care Plans (reference (ii)) for each child who is enrolled on a regular basis, and whose sponsor is active duty military, and who is required to have a Family Care Plan.

14. All child development facilities constructed after the effective date of this Instruction by a Military Department or Defense Agency under 10 U.S.C. 2809 (reference (ee)) shall comply with all operational and safety standards outlined in this Instruction except the DoD CDP Employee Wage Plan in enclosure 2 of this Instruction, unless otherwise stated.

15. Guidance on obtaining assistance from local authorities in cases of alleged child abuse in military CDC or family child care home sites is prescribed in DoD Directive 6400.1 (reference (cc)).

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Force Management and Personnel) shall:

a. Prescribe policies and guidelines for CDPs on DoD installations and in DoD-owned, -leased, or -funded facilities.

b. Issue CDP standards and monitor compliance.

c. Ensure that all DoD CDP publications are published in accordance with this Instruction and DoD 5025.1-M (reference (g)).

d. Issue standards on safety and operating procedures at DoD Component CDPs.

2. The Heads of the DoD Components shall ensure that:

a. CDPs are operated in accordance with this Instruction and shall monitor local compliance with DoD standards and guidelines in accordance with DoD requirements.

b. Responsibility for compliance with this Instruction rests with the DoD activity providing the funding for the CDP. Each such DoD Activity shall provide implementing guidance for this Instruction.

c. All CDP personnel are trained pursuant to this Instruction.

d. Annual summary of operation reports will be completed at the end of each fiscal year by each Military Service CDP Manager or DoD Agency Director and/or Commander. Reports are to be submitted to the Office of the Assistant Secretary of Defense (Force Management and Personnel) by December 15 of each year.

F. PROCEDURES

Procedural guidance is in enclosures 3 through 5.

G. INFORMATION REQUIREMENTS

1. Authorizes publication of DD Form 2605, "Department of Defense Child Development Program Annual Summary of Operations," Report Control Symbol DD-FM&P(A)1884, consistent with DoD Instruction 7750.7 (reference (jj)).

2. Authorizes publication of DD Form 2606, "Department of Defense Child Development Request for Care Record," consistent with reference (jj).

3. The annual reporting requirement listed in paragraph E.2.c., above, has been assigned Report Control Symbol DD FM&P(A)1884.

H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



Christopher Jehn
Assistant Secretary of Defense
Force Management and Personnel

Enclosures - 7

1. References
2. Definitions
3. DoD Requirements for the Establishment and Operation of CDPs
4. DoD Requirements for the Establishment and Operation of Child Development Facility-Based Programs
5. DoD Requirements for the Establishment and Operation of FCC Homes
6. DoD CDP Annual Summary of Operations, DD Form 2605
7. DoD CDP Request for Care Record, DD Form 2606

REFERENCES, continued

- (e) DoD Directive 5124.2, "Assistant Secretary of Defense (Force Management and Personnel)," January 26, 1990
- (f) DoD 6060.1-M-18, "Prevention of Child Abuse and Neglect in Child Care Settings," August 1988, authorized by this Instruction
- (g) DoD 5025.1-M, "DoD Directive: System Procedures," December 1990, authorized by DoD Directive 5025.1, December 23, 1988
- (h) Title XV of Public Law 101-189, "Military Child Care Act of 1989," November 29, 1989 (10 U.S.C. 113 note)
- (i) DoD 6060.1-M-1A, "'Caring' Role in a Child Care Center, Pt. I, Orientation," April 1982, (hereby canceled)
- (j) DoD 6060.1-M-1B, "'Caring' Role in a Child Care Center, Pt. II, Relating to Parents," April 1982, (hereby canceled)
- (k) DoD 6060.1-M-1C, "'Caring' Role in a Child Care Center, Pt. III, Relating to Children," April 1982, (hereby canceled)
- (l) DoD 6060.1-M-2, "Caring for Infants," April 1982, (hereby canceled)
- (m) DoD 6060.1-M-3, "Caring for Pretoddlers," April 1982, (hereby canceled)
- (n) DoD 6060.1-M-4, "Caring for Toddlers," April 1982, (hereby canceled)
- (o) DoD 6060.1-M-5, "Caring for Preschoolers," April 1982, (hereby canceled)
- (p) DoD 6060.1-M-6, "Caring for School-Age Children," April 1982, (hereby canceled)
- (q) DoD 6060.1-M-7, "Creating Environments for Infants," April 1982, (hereby canceled)
- (r) DoD 6060.1-M-8, "Creating Environments for Pretoddlers," April 1982, (hereby canceled)
- (s) DoD 6060.1-M-9, "Creating Environments for Toddlers," April 1982, (hereby canceled)
- (t) DoD 6060.1-M-10, "Creating Environments for Preschoolers," April 1982, (hereby canceled)
- (u) DoD 6060.1-M-11, "Creating Environments for School-Age Children," April 1982, (hereby canceled)
- (v) DoD 6060.1-M-12, "Director's Manual for the Child Guidance Series and Child Environment Series," April 1982, (hereby canceled)
- (w) DoD 6060.1-M-13, "Program Development in Military Child Care Settings," April 1982, (hereby canceled)
- (x) DoD 6060.1-M-14, "Managing Military Child Care Centers," April 1982, (hereby canceled)
- (y) DoD 6060.1-M-15, "Financial Planning for Military Child Care Centers," April 1982, (hereby canceled)

- (z) DoD 6060.1-M-16, "Involving Parents and Volunteers in Military Child Care Programs," April 1982, (hereby canceled)
- (aa) DoD 6060.1-M-17, "Installations Resources Available to Military Child Care Programs," April 1982, (hereby canceled)
- (bb) Section 231 of Public Law 101-647, "Crime Control Act of 1990," November 29, 1990 (42 U.S.C. 13041)
- (cc) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
- (dd) DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982
- (ee) Sections 2809 and 2812 of title 10, United States Code
- (ff) DoD Instruction 5305.5, "Space Management Procedures, National Capital Region," May 23, 1966
- (gg) Section 490b of title 40, United States Code
- (hh) MIL-HNBR 1037/2, "Child Development Centers," November 1, 1988
- (ii) DoD Instruction 1342.19, "Family Care Plans," July 13, 1992
- (jj) DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990
- (kk) Federal Personnel Manual, Chapter 731, September 29, 1988
- (ll) Section 2102 of title 5, United States Code
- (mm) DoD Directive 1015.1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
- (nn) Public Law 92-463, "Federal Advisory Committee Act," October 6, 1972, as amended, (5 U.S.C. Appendix 2)
- (oo) Title VIII of Public Law 99-145, "Military Family Act of 1985," November 8, 1985, as amended (10 U.S.C. 805 113 note)
- (pp) National Fire Protection Association (NFPA) 101, "Life Safety Code," 1991
- (qq) Title 7, Code of Federal Regulations, Part 226, "Child and Adult Care Food Program," current edition

DEFINITIONS

1. Appropriated Fund (APF) Indirect Costs. Indirect costs are those mission costs that benefit two or more outputs but not all outputs. Costs that benefit all outputs are general and administrative expenses.
2. APF Direct Costs. Direct costs are those costs clearly identified to a product or output and are totally related to the output, such as hands on labor or material used in a product. First-line supervision over a function in sole support of a specific output is considered a direct cost. Similarly, second-line supervision may also be considered a direct cost if solely in support of a specific output. Second-line supervision and activities above second line that do not provide direct benefits to a specific output are considered indirect costs. Costs related to Headquarters, regional offices, or support activities are not considered direct costs.
3. APF Employees. Civilian personnel hired by DoD Components with APFs as defined in Federal Pay Manual (FPM), Chapter 731 (reference (kk)). This includes temporary employees, 18 years or older.
4. Appropriated Fund (APF) General and Administrative (G&A) Expenses. G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.
5. Caregiving Personnel. Civilian employees of the DoD Child Development Program (CDP) who are directly involved with the care and supervision of children and are counted in the staff-child ratios.
6. CDP Employee. A civilian employed by the Department of Defense to work in a DoD CDP (regardless of whether the employee is paid from APFs or NAFs).
7. Child Care Fee Receipts. NAFs derived from fees paid by members of the Armed Forces and other authorized users for child care services provided at a military CDC or other DoD-sponsored facility-based CDP. Also referred to as user fees or parent fees.
8. Child Development Programs (CDP). Child care services for children, aged birth through 12 years; of DoD personnel provided in CD facilities, to include contract locations, family child care homes, and alternative locations. Care may be provided on a full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and to promote their physical, social, emotional, and cognitive development and to enhance children's readiness for later school experience.
 - a. Full-Day Care. This care meets the needs of parents working outside the home who require child care services 5 hours or more per day on a regular basis, usually at least 4 days per week.

b. Part-Day Care. This care meets the needs of parents working outside the home who require child care services on a seasonal or regularly scheduled part-day basis for fewer than 5 hours per day, usually fewer than 4 days per week.

c. Hourly Care. Care provided in a CDP that meets the needs of parents requiring short-term child care services on an intermittent basis. Hourly care includes short-term alternative child care.

d. Preschool Programs. A center-based enrichment program for children 3-5 years of age that lasts 4 hours or fewer per day on a regularly scheduled basis.

e. Supplemental Child Care (SCC) Programs. Child care programs and services that augment and support CDC and FCC programs to increase the availability of child care for military and DoD personnel. These may include, but are not limited to, resource and referral services, contract-provided services, short-term, hourly child care at alternative locations, and interagency initiatives.

f. Family Child Care. Home-based child care services that are provided for members of the Armed Forces and DoD civilian personnel by an individual who is certified by the Secretary of the Military Department concerned or Defense Agency Director and/or Commander concerned as qualified to provide those services, and provides those services for 10 hours or more per week per child on a regular basis for compensation. Also referred to as Family Home Day Care, Family Home Care, and Family Day Care.

g. School-Age Care (SAC). Either facility-based or FCC-based care for children ages 6-12, or attending kindergarten, who require supervision before and after school, during duty hours, school holidays, and during school closures.

h. Resource and Referral (R&R). A service that provides information about child care services on and off the installation to meet patrons' child care needs and to maximize use of available sources of child care.

i. Short-Term Child Care. A child care program that provides on-site hourly group child care when a parent or guardian of the children in care are attending the same function and are in the same facility.

9. Competitive Service Positions. As defined in 5 U.S.C., 2102 (reference (11)), these positions consist of:

a. All civil service positions in the executive branch, except:

(1) Positions that are specifically excepted from the competitive service by or under statute;

(2) Positions to which appointments are made by nomination for confirmation by the Senate, unless the Senate otherwise directs;

(3) Positions in the Senior Executive Service.

b. Civil service positions not in the Executive Branch that are specifically included in the competitive service by statute.

c. Positions in the government of the District of Columbia that are specifically included in the competitive service by statute.

10. Developmental Program. A planned program of developmentally appropriate activities that promotes the social, emotional, physical, and cognitive development of children and enhances school readiness. Activities include child-initiated as well as adult-directed activities.

11. DoD CDP Employee Wage Plan. The NAF wage plan implemented in response to the Military Child Care Act (reference (h)), which uses a NAF pay banding system to provide direct service personnel with rates of pay substantially equivalent to other employees at the installation with similar-training, seniority, and experience. Pay increases and promotions are tied to completion of training. Completion of training is a condition of employment. This wage plan does not apply to CDPs constructed and operated by contractors under 10 U.S.C. 2809 (reference (ee)).

12. DoD Certificate to Operate. A certificate issued every 15 months to each DoD CDP after the program has been inspected by a representative(s) of the higher headquarters or a major command Child Development Specialist, and found to be in compliance with DoD standards.

13. DoD Child Abuse and Safety Hotline. Continental United States and Outside Continental United States 1-800 numbers that reach the Office of the Assistant Secretary of Defense (Force Management and Personnel) to report suspected child abuse or safety violations in DoD child development and youth programs.

14. DoD Child Development (CD) Facility. All or any portion of a facility on a military installation, the primary purpose of which is to provide child care to children of members of the Armed Forces and DoD civilians.

15. DoD Installation. A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility.

16. Facility. A building, structure, or other improvement to real property.

17. Facility-Based Program. Refers to child care that is provided within centralized facilities. Does not include family child care homes.

18. Family Care Plan. A document that outlines, on Service-specific forms, the person(s) who shall provide care for the military member's children, disabled, elderly and/or other family member(s) dependent upon the member for financial, medical, or logistical support in the absence of the member due to military duty. The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for the care of the member's family, in accordance with DoD Instruction 1342.19 (reference (ii)).

19. FCC Management Personnel. DoD employees or contract personnel, either APF or NAF, who are responsible for FCC program management, training, inspections and other services to assist FCC providers. Includes program directors, monitors, outreach workers, United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) monitors, and administrative personnel.

20. FCC Provider. An individual 18 years of age or older who provides child care for 10 hours or more per week per child on a regular basis in his or her Government quarters with the approval and certification of the commanding officer, and has responsibility for planning and carrying out a program that meets the children's needs at their various stages of development and growth.

21. Infant. A child 6 weeks through 12 months of age.

22. Military Child Development Center (CDC). A facility on a military installation at which child care services are provided for members of the Armed Forces or DoD civilians or any other facility at which such child care services are provided that is operated by the Secretary of a Military Department.

23. Mixed Age Group. A group of children in a CDP drawn from more than one child age group category.

24. National Academy of Early Childhood Programs. A division of the National Association for the Education of Young Children (NAEYC) that administers an early childhood program accreditation process designed to set the standards of excellence in early childhood education.

25. National Capitol Region (NCR). The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in the Commonwealth of Virginia; and all cities and other units of government within the geographic area bounded by the outer boundaries of the combined area of such District, Counties, and City.

26. Newborn. A child birth through 5 weeks of age.

27. Nonappropriated Funds Instrumentalities (NAFI) Employees. Civilian personnel hired by DoD Components and compensated from NAFI funds as defined in DoD Directive 1015.1 (reference (mm)). This includes temporary employees, 18 years or older.

28. Parent. The biological father or mother of a child; a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child by adoption; the legal guardian of a child; or a person in whose household a child resides, provided that such person stands in loco parentis to that child and contributes at least one-half of the child's support.

29. Parent Advisory Board. A group composed of parents of children attending DoD CDPs. This board shall act in an advisory capacity, providing recommendations for improving services. The board shall meet periodically with staff of the CDP. The board, with the advice of the program staff, shall be responsible for developing and overseeing the implementation of the parent participation program in accordance with Section 1506(a) of the Military Child Care Act of 1989 (reference (h)). Parent Advisory Boards are not advisory committees and need not comply with the Federal Advisory Committee Act (reference (nn)) under Section 805 of the Military Family Act of 1985 (reference (oo)).

30. Parent Participation Program. A planned group of activities and projects established by the Parent Advisory Board to encourage parents to volunteer in CDPs, including special events and activities (such as field trips, holiday events, and special curriculum programs), small group activities, special projects (such as playground improvement, procurement of equipment, and administrative aid), and parent education programs and training workshops to include child abuse prevention education for parents.

31. Person with a Disability. Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. A person who meets the definition of a handicapped person in DoD Directive 1020.1 (reference (dd)).

32. Preschool-Age. Children 37 months through 5 years of age.

33. Pre-Toddler. A child 13 through 24 months of age.

34. School-Age Children. Children aged 6 years through 12, or attending kindergarten through sixth grade, enrolled in a school-age care program.

35. Staff:Child Ratio. The number of children for whom individual caregiving personnel or FCC providers will be responsible. Staff:child ratio varies according to different age groups (enclosures 4 and 5).

36. Support Staff. Person(s) responsible for providing services not directly related to direct child care services, such as, but not limited to, janitorial, food service, clerical, and administrative duties.

37. Toddler. Children 25 through 36 months of age.

38. Total Family Income. Includes all earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances and subsistence allowances and in-kind quarters and subsistence received by military member, pay for service in a combat zone and anything else of value, even if not taxable, that was received for providing services. Quarters allowances and subsistence allowances mean the Basic Allowance for Quarters and the Basic Allowance for Subsistence received by military personnel (with respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military bases.

39. Training and Curriculum Specialist. An APF employee who is a professionally qualified early childhood educator who meets the professional qualifications of the National Academy of Early Childhood Programs' Early Childhood Specialist, who provides training for employees, and FCC providers, and ensures curriculum development and implementation.

40. Unmet Need. The number of children whose parents cannot work outside the home because child care is not available.

41. Waiting List. List of children waiting for a CDP space and whose parents have requested space in a CDP and none is available.

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND
OPERATION OF CDPs

A. General Policy

1. The DoD Components may establish CDPs for children, birth through 12 years of age, for full-day, part-day, and hourly care. Services may consist of CDCs, FCC Homes, SAC Programs, R&R, preschool, and SCC, such as short-term child care in alternative locations. The requirements in this attachment apply to all DoD CDPs.

2. Each DoD CDP shall have standard operating procedures for reporting cases of suspected child abuse and neglect and shall train all CD employees, FCC providers, and volunteers on how to report allegations of child abuse.

3. All DoD Components that establish and administer CDPs shall ensure that criminal history background checks are performed in accordance with the Crime Control Act of 1990 (reference (bb)) and implementing guidance issued for the Department of Defense and the DoD Components concerned.

4. All CDPs shall ensure that parents are informed of child abuse prevention, identification, and reporting requirements. Each CDP shall ensure the DoD Child Abuse and Safety Hotline telephone number is posted in all facility lobbies, CDP offices, and FCC homes.

5. Each CDP administered by a DoD Component shall establish a parent advisory board in accordance with Section 1506(a), Military Child Care Act of 1989 (reference (h)), composed of parents of children enrolled in all installation programs and ensure a parent chairs this board. This board shall act in an advisory capacity, providing recommendations for improving services. The Board Chair shall forward recommendations through the program director to the installation commander Defense Agency Director and/or Commander for review and disposition. The board, with the advice of the program staff, is responsible for coordination of the parent participation program described in paragraph B.1.a., below. Each board shall be formally established and chartered in accordance with Service regulations or Defense Agency requirements. The boards are not advisory committees and need not comply with 5 U.S.C., App. 2 (reference (nn)), under 10 U.S.C. 805 (reference (oo)).

6. Each CDP administered by a DoD Component shall establish a parent participation program in accordance with Section 1506(b) of reference (h). The parent advisory board and assigned CDP employees shall coordinate the development of this program and shall oversee its implementation.

7. Each CDP administered by a DoD Component shall involve parents in program planning and evaluation and ensure parents have unlimited access to their children at all times.

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND
OPERATION OF CDPs

A. General Policy

1. The DoD Components may establish CDPs for children, birth through 12 years of age, for full-day, part-day, and hourly care. Services may consist of CDCs, FCC Homes, SAC Programs, R&R, preschool, and SCC, such as short-term child care in alternative locations. The requirements in this attachment apply to all DoD CDPs.

2. Each DoD CDP shall have standard operating procedures for reporting cases of suspected child abuse and neglect and shall train all CD employees, FCC providers, and volunteers on how to report allegations of child abuse.

3. All DoD Components that establish and administer CDPs shall ensure that criminal history background checks are performed in accordance with the Crime Control Act of 1990 (reference (bb)) and implementing guidance issued for the Department of Defense and the DoD Components concerned.

4. All CDPs shall ensure that parents are informed of child abuse prevention, identification, and reporting requirements. Each CDP shall ensure the DoD Child Abuse and Safety Hotline telephone number is posted in all facility lobbies, CDP offices, and FCC homes.

5. Each CDP administered by a DoD Component shall establish a parent advisory board in accordance with Section 1506(a), Military Child Care Act of 1989 (reference (h)), composed of parents of children enrolled in all installation programs and ensure a parent chairs this board. This board shall act in an advisory capacity, providing recommendations for improving services. The Board Chair shall forward recommendations through the program director to the installation commander Defense Agency Director and/or Commander for review and disposition. The board, with the advice of the program staff, is responsible for coordination of the parent participation program described in paragraph B.1.a., below. Each board shall be formally established and chartered in accordance with Service regulations or Defense Agency requirements. The boards are not advisory committees and need not comply with 5 U.S.C., App. 2 (reference (nn)), under 10 U.S.C. 805 (reference (oo)).

6. Each CDP administered by a DoD Component shall establish a parent participation program in accordance with Section 1506(b) of reference (h). The parent advisory board and assigned CDP employees shall coordinate the development of this program and shall oversee its implementation.

7. Each CDP administered by a DoD Component shall involve parents in program planning and evaluation and ensure parents have unlimited access to their children at all times.

B. Preschool Programs

The DoD Component may establish preschool programs as a subactivity of the CDP. The purpose of these programs is to enhance school readiness by providing enrichment activities for children that helps them develop the knowledge, skills, abilities, and attitudes necessary for entry into school.

1. Preschools shall follow the educational occupancy standards for existing facilities as outlined by the National Fire Protection Association (NFPA) Life Safety Code 101 (reference (pp)).

2. An installation may use CDC space for a preschool program only when the waiting list for child care for active duty military and DoD civilian personnel does not exceed 20 percent of the facility capacity. The installation may use no more than 20 percent of any space that meets the NFPA (reference (pp)) standards for existing day care facilities for preschool programs, SAC, or hourly care, if there is a waiting list for full-day and part-day child care for parents employed outside the home.

C. Developmental Program

1. Each DoD CDP shall establish a planned program of developmentally appropriate activities.

2. Each CDP shall provide adequate and nutritious meals and snacks that follow USDA CACFP guidelines (reference (qq)), and are prepared in a safe and sanitary manner.

3. Each DoD Component shall issue guidelines for the training, screening, and supervision of volunteers in any CDP.

4. Training and Curriculum (T&C) Specialist. The T&C Specialist shall ensure that all CD employees and FCC providers receive the training required in this Instruction. At least one employee at each DoD CDC or CDP shall be a T&C Specialist. In military CDCs, this person shall be an employee in a competitive service position as defined in item 9. of enclosure 2. The duties of the T&C Specialist include the following:

a. Special teaching, role modeling, and demonstration of activities in facilities and FCC programs.

b. Daily oversight and instruction of other child care employees.

c. Daily assistance in preparation of lesson plans.

d. Assistance in the child abuse prevention and detection training program.

4. Certification of Programs. Each DoD Component shall forward the results of the higher headquarters inspections required by this Instruction to the ASD(FM&P). Based on the DoD Component recommendation, the ASD(FM&P) will issue a certificate to operate to the program, which is valid for 15 months after the date of inspection. Each CDP will display this certificate in a prominent location. If at any time it is determined by the DoD Component that a program is not in compliance with this Instruction, the DoD Component shall notify the ASD(FM&P) and advise the responsible DoD Component that it must meet the standards in the time specified in paragraph D.6.a., below.

5. The ASD(FM&P) shall periodically, but at least twice annually, make unannounced visits to selected programs to review compliance with this Instruction. The ASD(FM&P) may use other means in addition to the procedures in this section to monitor CDPs and ensure compliance with standards.

6. Remedies for Violations

a. The installation commander or Defense Agency Director and/or Commander shall ensure remedy of any life-threatening violation of this Instruction or other safety, health, and child welfare laws or regulations (discovered at an inspection or otherwise) at a DoD CDP immediately or he or she will close the facility (or affected parts of the facility). In the case of a violation that is not life-threatening, the commander of the major command under which the installation concerned operates, or the Defense Agency Director and/or Commander concerned, may waive the requirement that the violation be remedied immediately for up to 90 days beginning on the date of discovery of the violation. If the violation is not remedied by the end of that 90-day period, the DoD program or parts involved will be closed until the violation is remedied. The Secretary of the Military Department, or Defense Agency Director and/or Commander concerned, may waive the preceding sentence and authorize the program to remain open in a case in which the violation cannot reasonably be remedied within the 90-day period or in which major facility reconstruction is required.

b. If a military CDC is closed under paragraph D.6.a., above, the Secretary of the Military Department concerned shall promptly submit to the Committees on Armed Services of the Senate and the House of Representatives a report notifying those committees on the closing. The report shall include a notice of the violation that resulted in the closing, the cost of remedying the violation, and a statement of the reasons why the violation has not been remedied as of the time of the report. A copy of this report shall be provided to the ASD(FM&P).

7. Each DoD Component that provides Government housing to active duty military or other DoD personnel shall prescribe regulations that ensure operational oversight of FCC homes including conducting unannounced inspections and annual review for installation certification. To ensure adequate supervision, the number of homes assigned per full-time FCC staff member may

not exceed 40. FCC homes shall not be certified unless adequate supervision is provided to ensure children's safety and well-being. Each DoD Component shall ensure that unauthorized child care in Government quarters is terminated and that all persons residing in Government quarters are informed that the provision of child care in Government quarters is a privilege, not a right.

E. Staff and Supervision

Each DoD Component shall ensure that all CDC directors hired after March 23, 1991, and all other CDP directors (e.g., those for FCC) hired after October 1, 1993, shall have at a minimum a baccalaureate degree in child development, early childhood education, home economics (early childhood emphasis), elementary education, special education, or other degree appropriate to the position to be filled from an accredited college or a combination of education and experiences (e.g., courses equivalent to a major in education, or in one of the subject fields appropriate to the position, plus appropriate experience or additional course work, which provide knowledge comparable to that normally acquired through the successful completion of the 4-year course of study, or a related field, including, but not limited to, education, social work, home economics, or psychology or child-related field, or 3 years equivalent experience).

F. Funding of CDPs

1. The DoD Component shall ensure the amount of direct APF support used for operation of DoD facility-based child care programs is not less than the amount of child care fee receipts.

2. The installation commander or Defense Agency Director and/or Commander concerned shall ensure that child care fee receipts are used only for compensation of child care employees who are directly involved in providing child care, for food-related expenses not paid by USDA or DoD APFs, and for consumable supplies. The installation commander or Defense Agency Director and/or Commander shall ensure that, to the maximum extent possible, child care fee receipts cover the NAF cost of care provided at DoD facility based child care programs. NAF costs not covered by child care fee receipts are to be minimized.

3. The ASD(FM&P) shall establish annual sliding fee ranges based upon total family income for use at all CD facility-based programs. These sliding fee ranges will be uniform throughout the Department of Defense for all children who attend the facility-based programs on a regular basis. Each DoD Component shall issue guidance on sliding fee ranges for preschool and SAC programs that is based on the DoD sliding fee ranges. These fees will include meals and snacks.

a. The ASD(FM&P) will review the DoD sliding fee ranges annually and publish new fee ranges based on this review. Installations will establish local fees on an annual basis, using the sliding fee ranges published by the ASD(FM&P).

b. Each CDP will verify total family income annually and adjust individual fees accordingly. Parents will pay the highest fees set by the installation and/or agency unless they have provided proof of total family income that falls into a lower income category. The DoD Components shall require each sponsor to verify that the income stated includes total family income as defined in enclosure 2.

c. The installation commander or Defense Agency Director and/or Commander may establish lower child care fees for parents participating in an approved parent participation program.

d. Installation commanders or Defense Agency Directors and/or Commanders may adjust individual family fees based on hardship or other special circumstances on a case-by-case basis.

e. The DoD Components may increase child care user fees at those installations where child caregiver wages are affected by nonforeign area cost of living allowance (COLA), post differential, or locality pay. The increase in child care user fee ranges may not exceed the percentage amount of the COLA, post differential, or locality pay rate, whichever applies. The DoD Component will submit any requests for waivers to the DoD child care fee ranges to the ASD(FM&P) for decision and include documentation that the levels of direct APF support are at least equal to the amount of child care user fee receipts collected.

4. The installation commander or Defense Agency Director and/or Commander concerned may authorize the CDP to use APFs to provide direct cash assistance to FCC providers, so that FCC services can be provided to members of the Armed Forces at a cost comparable to the average cost of services provided by DoD facility-based programs.

5. The FCC program is a service provided to DoD military and civilian personnel and will not generate NAF income. The CDP may use APF for the FCC program, including salaries of program directors, program monitors, administrative personnel, training and curriculum specialists, marketing, and supplies and equipment. The CDP may use APFs to establish and maintain lending libraries and training materials for use by providers, as well as for travel expenses of program monitors using their private vehicles to perform Government functions.

6. FCC providers are private contractors certified and monitored by the DoD Component. Matters regarding the establishment of fees, fee policies, and collection of fees are between the provider and the parent unless the installation or Defense agency is providing a direct monetary subsidy to the provider as authorized in subsection F.4., above. When the installation or Defense agency provides direct monetary subsidies, the installation commander or Defense Agency Director and/or Commander concerned may regulate fees charged by the FCC providers.

DOD REQUIREMENTS FOR THE ESTABLISHMENT AND
OPERATION OF CHILD DEVELOPMENT FACILITY-BASED PROGRAMS

In addition to the requirements of enclosure 3 of this Instruction, the following apply to all facility-based programs: (This does not apply to short-term child care in alternative locations when parents remain in the facility and retain responsibility for their children.)

A. Facility Requirements

1. The CDP shall ensure each activity room used for care has 35 square feet of usable space per child. A minimum of 75 square feet per child for each child using the playground at any one time shall be provided for playground spaces. Outdoor play areas will directly adjoin CDCs. Playgrounds for alternative program options do not have to adjoin the facility but must be accessible via a route free from hazards and be within 1/8 mile from the facility.

2. The installation may add additional square footage to accommodate administrative requirements for CDCs, including FCC.

3. The facility design will help minimize the risk of child abuse in CDCs by decreasing the opportunities for abuse. See subsection E.2. of this enclosure, below.

B. Child Supervision

1. In facility-based programs, the following staffing requirements apply:

AGE OF CHILD	MAXIMUM NUMBER OF CHILDREN	
	PER ONE CAREGIVING PERSONNEL	PER GROUP
6 weeks through 12 months	4	8
13 months through 24 months	5	10
25 months through 36 months	7	14
37 months through 5 years	12	24
6 years through 8 years	15	30
9 years through 12 years	15	30

2. CD facility-based programs shall meet the staffing requirements for each age group of children, except during rest time. During rest time, the CDC director may double the staff:child ratio, except for infants aged 6 weeks to 24 months, to allow staff to attend training. These staff must remain in the building where the children are sleeping or resting. Volunteers or persons under 18 years of age may not be counted in determining compliance with staff:child ratios.

3. CD facility-based programs shall meet the staffing requirements for the age of the youngest child in the group if children in the youngest age

category make up 20 percent or more of the group. If children in the youngest age category make up less than 20 percent of the group, the installation shall use the staff:child ratio requirement for the next higher category. At least two caregivers must be present with each group of children at all times. When this is not possible, due to limited room capacity or usage, the CD director or designee shall supervise rooms through closed circuit television or visual access panels to ensure oversight by more than one adult. This does not alter the required staff:child ratio.

4. If more than one group (two ratios) occupies a single room, each group must have its own clearly defined physical space and primary interest centers.

C. Staff Requirements

1. The CD director shall ensure that all newly hired caregiving personnel are at least 18 years of age; hold a high school diploma or equivalent; and have the ability to speak, read, and write English. Caregiving personnel shall be able and willing to undergo prescribed training. It is DoD policy that training, education, and experience shall influence progression from entry level to positions of greater responsibilities.

2. The CD director shall select staff based on their qualifications and demonstrated ability to work with children in a group and their understanding of children's needs. The CD director shall ensure that prior employment references for all staff members are checked before employment.

D. Training

1. Each CDC shall implement a training program for all CD caregiving personnel. At a minimum, this program shall include training requirements that are linked to the DoD CD Employee Wage Plan and shall include an annual review of the requirements listed in subsections D.2., 3., and 4., below, except Cardiopulmonary Resuscitation (CPR), rescue breathing, and first aid, which are updated as required to keep certification current.

2. All newly hired caregiving personnel shall complete orientation training before they are allowed to work directly with children. This orientation must include the following subjects:

- a. Position orientation.
- b. Applicable regulations and installation policy.
- c. Child health and safety.
- d. Child abuse identification, reporting, and prevention.
- e. Age-appropriate guidance and discipline.

- f. Parent and family relations.
- g. Health and sanitation procedures.

3. Initial Caregiver Training. All newly hired caregiving personnel shall complete 36 hours of training within 6 months of beginning work. This training shall include, at a minimum, in-depth training on the subjects listed in subsection D.2., above, as well as the following:

- a. CD.
- b. Age-appropriate activities and disciplining techniques for children.
- c. CPR and other emergency medical procedures.
- d. Applicable regulations.
- e. Nutrition and meal service.
- f. Child abuse and neglect prevention and reporting.

4. Ongoing Caregiving Personnel Training. All caregiving personnel shall complete ongoing training that includes the DoD CD Employee Training Modules, authorized in subsection A.3. of the main body of this Instruction, or an equivalent DoD-approved training program. Satisfactory completion of the training program is a condition of employment for all caregiving personnel.

5. Support Staff. The CDP director shall ensure that all CDP support staff participate in annual training related to latest techniques and procedures in child care, to include family advocacy programs, child abuse identification, prevention and reporting procedures, center administration and/or management, parent involvement, and curriculum development.

E. Child Abuse Prevention

1. The CDP Director shall ensure that children can be observed at all times by parents and supervisors, that access to children by those not employed by the program is restricted, and the areas to which a child or children can be taken out of view of others are limited.

2. Each DoD Component shall ensure the following structural requirements are met in existing facilities as well as new construction:

- a. There is visual access into rooms used for care.
- b. Doors on toilet stalls are removed except for those used by children 5 years of age and older and adults.

c. Vision panels are installed in doors of rooms or other closed areas to which children might be taken, and access is controlled, unless they are kept locked during the day.

d. Walls between diapering areas and the activity rooms they serve are removed, or there are vision panels to increase visibility of the caregiving personnel by other adults during diapering. Half walls or walls with vision panels in top half are permissible.

e. Convex mirrors are installed to improve supervision of low visibility areas.

f. All exit doors that do not open onto a playground or fenced area have operating alarms, except the main entrance to the facility and the kitchen entrance.

g. Evening or weekend care is provided in rooms located near the front entry way to facilitate additional supervision of the rooms by the front desk staff and to allow visual access by parents entering and leaving the facility.

3. In addition to the requirements in subsections E.1. and E.2. of this enclosure, each DoD Component shall ensure the following in renovated or newly constructed facilities after October 1, 1993:

a. When walls are constructed or replaced, large vision panels shall be included to increase visibility into areas in which children are receiving care. Vision panels in fire-rated walls or corridors must conform to the fire protection requirements as outlined in NFPA 101 (reference (pp)).

b. Walls around toilet stalls for children under 5 years of age are half-walls to permit better viewing of toilet areas.

c. All outdoor play areas should be viewed from the activity rooms that they serve.

DoD REQUIREMENTS FOR THE ESTABLISHMENT AND
OPERATION OF FCC HOMES

In addition to the requirements of enclosure 3 that address FCC homes, the following apply:

A. Qualifications of Providers

1. It is DoD policy that the provision of child care in Government-owned or -controlled housing is a privilege, not a right, which is extended to family members of military members or DoD civilian personnel at the discretion of the installation commander or Defense Agency Director and/or Commander concerned. The installation commander or Defense Agency Director and/or Commander concerned must ensure that only the most qualified among those who meet the minimum qualifications are certified as providers. The CDP director shall select providers based on demonstrated ability to work with children, understanding of children's needs, and ability to provide care in the home environment. The installation commander or Defense Agency Director and/or Commander concerned shall take steps necessary to ensure that all FCC providers in quarters under his or her jurisdiction are in compliance with this Instruction.

2. The CDP director shall ensure all providers are at least 18 years of age; have the ability to speak, read, and write English; are physically and mentally capable of providing care for children; are free of communicable diseases; and are able and willing to undergo prescribed training. The CDP director shall ensure that training, experience, and ability to work with children determine the continued certification of all FCC providers.

3. The installation shall screen all FCC provider applicants, family members over the age of 12, and other persons living in the potential FCC home.

4. The CDP director shall ensure substitute providers or persons who serve as backup providers meet the criteria outlined in subsection A.3., above, and complete a basic orientation that includes child abuse identification, reporting and prevention, safety and health procedures, and CPR training.

5. Each FCC program shall ensure substitute providers or child care services are available so that parents are not left without adequate care when FCC providers become ill or have other emergencies.

B. Provider:Child Ratio and Group Composition

1. The DoD Components will limit the number of children authorized in an FCC home according to the age of the children enrolled. When all children are under the age of 2, the maximum group size at any one time is 3. When there is a mixed age group, the maximum group size is six children including the provider's own children under 8 years of age. In addition, in mixed age groups, the number of children under 2 years of age is limited to two children.

In homes where all of the children are over age 5 including the providers own, the maximum group size at one time is eight providing that installation fire, health, and safety personnel determine that the indoor and outdoor space is adequate for the number of children receiving care.

2. If, in consultation with the cognizant safety, fire, and health personnel, the CDP director determines that the housing unit is too small, the CDP director shall reduce the maximum number of children authorized in subsection B.1., above, of this enclosure.

3. The DoD Components shall encourage FCC homes for special purposes that directly support military or agency requirements. This includes certification of homes to provide overnight care, extended hours care, sick child care, infant and newborn care, and care for children with disabilities. Each installation shall determine the number of children authorized in these homes, based on the individual needs of the children and the provider. The number may not exceed the ratios established in subsection B.1., above, of this enclosure.

C. Enrollment of Children

Each DoD Component with jurisdiction over FCC homes shall issue regulations that describe enrollment and attendance procedures for children in all FCC homes. At a minimum, parents will complete health and emergency information before enrollment and will sign their children in and out of the FCC home on a daily basis. Each provider shall maintain enrollment and attendance records of individual children in their care.

D. Provider Training

1. Each FCC program shall provide training on the latest child care techniques and procedures for providing safe developmental child care in the home environment to all FCC providers. The CDP director shall ensure training programs are readily accessible to providers.

2. Provider Orientation Training. The CDP director shall ensure all new providers complete an orientation training program before they care for children. This orientation must address, at a minimum, the following subjects:

- a. Position orientation.
- b. Applicable regulations and installation policy.
- c. Child health, nutrition, and safety.
- d. Child abuse identification, reporting, and prevention.
- e. Age-appropriate guidance and discipline.
- f. Parent and family relations.

- g. Health and sanitation procedures.
- h. Business operations.
- i. Child development and environments.

3. The CDP director shall ensure that the provisions of subsection D.2., above, this enclosure, apply to all newly certified providers, as well as those currently certified. Providers certified as of the date of this Instruction who do not meet these requirements shall have 12 months from such date to complete these requirements.

4. Annual Provider Training. The CDP director shall ensure each provider completes 24 hours annually of training using the "DoD Family Child Care Training Modules" and "DoD Child Abuse Training Modules for Family Child Care Providers," as authorized in subsection A.3. of the main body of this Instruction, or equivalent, including training on:

- a. Early child development.
- b. Age-appropriate activities for children.
- c. Food handling, nutrition, and meal service.

5. The CDP director shall ensure all providers maintain current CPR and first-aid certification and complete an annual update of child abuse prevention, identification, and reporting procedures.

6. The installation shall ensure FCC management personnel receive annual training related to the latest techniques and procedures in child care, to include family advocacy programs, child abuse reporting procedures, program administration, conducting home visits, observation, and interviewing of potential providers.

E. Oversight

Guidance on the oversight of FCC homes is in enclosure 3, subsection D.7.

ANNUAL SUMMARY OF OPERATIONS

INSTRUCTIONS

Complete the following information for your Service. If information is available for Reserve and other child development programs under your Service's jurisdiction, complete a separate form. Date of record for specific entries noted by an asterisk (*) is the last Wednesday in September of each fiscal year. Reporting period is Fiscal Year (last October 1 to current September 30). Items 17 through 22 are to be completed by the Civilian Personnel Office.

Read Specific Instructions in Attachment I of DODI 6060.2, "Child Development Programs," before completing this form.

1. BRANCH OF SERVICE SAMPLE FORM				2. DATE OF REPORT (YYMMDD) 92/09/30	
3. TOTAL INSTALLATIONS PROVIDING CARE*		4. TOTAL FACILITIES*		5. TOTAL CAPACITY*	
a. CENTER BASED CARE ONLY	15	a. TOTAL NUMBER OF SEPARATE BUILDINGS	166	a. TOTAL CAPACITY ALL CENTER BASED PROGRAM FACILITIES	2,268
b. FAMILY DAY CARE ONLY	12	b. TOTAL NUMBER OF LICENSED FAMILY DAY CARE HOMES	1,827	b. TOTAL FAMILY DAY CARE ENROLLMENT	9,135
c. CENTER BASED AND FAMILY DAY CARE	90				
6. NUMBER OF CHILDREN REGISTERED*		7. ATTENDANCE ON DATE OF RECORD*			
a. CENTER BASED CARE	2,800	a. CENTER BASED CARE	2,800		140
b. FAMILY DAY CARE (FDC)	9,035	b. FDC (including providers' own children, age 0-8 years)	9,000		100
c. ALTERNATE/OTHER CARE	100	c. ALTERNATE/OTHER CARE	40		10
d. SCHOOL-AGED CARE	1,220	d. SCHOOL-AGED CARE	600		90
e. TOTAL	23,155	e. TOTAL	21,440		340
8. NUMBER OF CHILDREN REGISTERED WITH SPECIAL NEEDS 120		9. NUMBER OF INSTALLATIONS WITH RESOURCE AND REFERRAL SERVICE PROGRAMS 45			
10. WAITING LIST BY SPONSOR*		11. WAITING LIST BY AGE GROUP*		12. PRESENT CHILD CARE ARRANGEMENTS*	
a. SINGLE MILITARY	50	a. INFANTS (0-12 months)	102	a. FDC ON-INSTALLATION	20
b. DUAL MILITARY	30	b. TODDLERS (13-35 months)	186	b. FDC OFF-INSTALLATION	10
c. MILITARY/DOD SPOUSE	80	c. PRESCHOOL (3-5 years)	520	c. OTHER MILITARY CHILD DEVELOPMENT CENTER (CDC)	15
d. DUAL DOD CIVILIANS	20	d. SCHOOL AGE (6+ years)	159	d. CIVILIAN CDC	42
e. SINGLE DOD CIVILIAN	10	f. TOTAL	967	e. MILITARY ALTERNATE CARE	24
f. RETIRED MILITARY	22	g. WITH SPECIAL NEEDS	36	f. NON-MILITARY ALTERNATE CARE	18
g. MILITARY RESERVE	13	h. ON OTHER MILITARY WAITING LIST	60	g. IN-HOME CARE	20
h. NATIONAL GUARD	17	i. IN SELF-CARE	55	h. NO PRESENT CARE	45
i. MILITARY/UNEMPLOYED SPOUSE	26	j. NO PRESENT CARE	45	i. OTHER (Specify)	
j. MILITARY/OTHER THAN DOD SPOUSE	180	13. UNMET DEMAND (11.1 - 11.1 + 11.1)	867	Parental Care - Shiftworkers	8
k. TOTAL	508			j. TOTAL	202
14. UNMET DEMAND FINANCIAL IMPACT LAST FISCAL YEAR		15. PLACEMENT INFORMATION FOR FISCAL YEAR (Average placement time in months (from DD Form 2606, "Request for Care Record")			
a. NO. OF SPOUSES' EMPLOYMENT PREVENTED	45	14.3mos			
b. AVERAGE INCOME LOST (Per family per year)	\$12,600				
16. FISCAL YEAR FINANCIAL DATA (\$ in Millions)		b. TOTAL INCOME FROM PARENT FEES			
a. TOTAL APPROPRIATED FUND (APF) SUPPORT EXCLUDING COMMON SUPPORT AND UTILITIES	\$40.5M	\$22.5M			
17. STAFFING DATA*		18. ADMINISTRATIVE/SUPERVISORY POSITIONS FILLED*		(1) APF (2) NAF	
TOTAL POSITIONS:	(1) APF (2) NAF	a. CHILD DEVELOPMENT PROGRAM		600	400
a. AUTHORIZED	810 3,500	b. FAMILY DAY CARE PROGRAM		309	50
b. FILLED	909 3,100	c. TOTAL		909	450
19. NON-SUPERVISORY CAREGIVER POSITIONS FILLED*		20. TURNOVER* (No. of caregivers employed:)			
a. CC/CD-01	350	c. CC/CD-03	1,200	e. CC/CD-05	250
b. CC/CD-02	450	d. CC/CD-04	300	f. TOTAL	2,550
21. SPOUSES EMPLOYED* (No. of spouses hired under Spouse Employment Program)		22. BENEFITS* (Percent of caregivers receiving benefits)		23. ACCREDITATION (No. of centers accredited by national accrediting body)	
30		86.3%		11	
24. CERTIFICATION*		25. USER DATA (Average full-day users, by income category)			
a. NO. OF CENTERS DOD CERTIFIED	75	a. CATEGORY I	\$38/8%	c. CATEGORY III	\$57/23%
b. NO. OF WAIVERS	30	b. CATEGORY II	\$46/60%	d. CATEGORY IV	\$68/7%
26. USDA FOOD PROGRAM ENROLLMENT DATA					
a. NO. OF CENTERS ENROLLED*	75	c. NO. OF FAMILY DAY CARE PROVIDERS ENROLLED*		800	
b. TOTAL ANNUAL CENTER REIMBURSEMENT	\$996,000	d. TOTAL ANNUAL FDC REIMBURSEMENT TO MILITARY SPONSOR		\$92,000	
		e. TOTAL ANNUAL FDC REIMBURSEMENT TO PROVIDER		\$480,000	
27. REMARKS (Use reverse side if necessary)					
Clarify answers if necessary in this space and on back of form.					