Defense Logistics Agency Instruction

Morale, Welfare, and Recreation (MWR) Child and Youth Program (CYP)

References: Refer to Enclosure 1.

1. PURPOSE. This instruction:

   a. Establishes and implements policies, processes, and procedures necessary to the effective, efficient, and economical conduct of official Agency business.

   b. Contributes to the Agency mission and improve productivity through promoting family well-being and enhancing the quality of life for the Defense Logistics Agency (DLA) workforce.

   c. Ensures that Department of Defense (DoD) personnel and their families are provided a quality of life that reflects the high standards and pride of the Nation that they defend and support.

2. APPLICABILITY. This instruction applies to the Headquarters (HQ) DLA and DLA Primary Level Field Activities (PLFA).

3. POLICY. It is DLA policy that:

   a. The DLA MWR Directorate will manage the CYP and develop policy and procedures in full compliance with 3.1.1. Public Law 104-106, Military Child Care Act, Sections 1791-1800).

   b. The DLA MWR Program implement and comply with all statutory, DoD, and Army guidance issued for the MWR Programs.

   c. Coordinate and collaborate with other military and civilian agencies on matters involving community planning, prevention programs, initiatives, and delivery of services.

   d. The Agency ensures that DoD personnel and their families are provided a quality of life that reflects the high standards and pride of the Nation that they defend and support.

   e. The DLA CYP assists DoD military and civilian personnel to balance competing demands of work and family life.
f. The CYP programs provide experiences that are designed to enhance and support children’s physical, social, emotional, and intellectual development.

g. The DLA CYP serves the military, civilian, and DoD contractor workforce. Its goal is to provide the DLA workforce an affordable option for quality child and youth programs.

4. RESPONSIBILITIES.

a. The MWR CYP Manager will:

(1) Develop and disseminate DLA Child Development Policy across the Agency and PLFA coordinators in development of age-appropriate types of child, school age, and/or youth programs.

(2) Utilize an Agency Program Evaluation Tool to conduct annual unannounced program evaluations and ensure Public Law, DoD, and DLA standards are implemented and maintained. The CYP Manager shall issue certifications to operate Child Development Centers, School Age Services Programs, and Youth Services Programs to DLA PLFAs.

(3) Obtain program funding and ensure adequate appropriated and nonappropriated funds (NAF) for Agency programs, as well as monitor and ensure funds are used in accordance with DoD and DLA guidance. CYPs may be resourced from appropriated funds (Defense Working Capital Funds or Operations and Maintenance Funds, and NAF.

(4) Assist with PLFA Coordinators with Continuing Education plans. DLA and applicable PLFAs shall develop goals and standards that include programs, training, customer service, and fiscal responsibility.

(5) Plan and schedule annual evaluations.

(6) Participate in military construction projects.

(7) Ensure compliance with Agency CYP Guidance Package.

(8) Provide technical support to installation.

(9) Conducts an annual higher Headquarters (HQ) program assessment evaluation in accordance with published guidance. The installation shall complete an annual program self assessment evaluation during the first quarter of the fiscal year. The evaluation shall serve as the basis for PLFA-level self-identification and corrective actions prior to the HQ level assessment for certification.

b. The PLFA CYP Coordinators will:

(1) Implement policy guidance issued by the DLA CYP Manager. The PLFA CYP Coordinators shall establish child, school age, or youth programs, as applicable, in accordance with Public Laws, DoD instructions, and DLA standards.
(2) Conducts an annual installation program self-assessment evaluation during the first quarter of the fiscal year in accordance with published guidance. The evaluation shall serve as the basis for PLFA-level self-identification and corrective actions prior to the HQ level assessment for certification.

5. PROCEDURES. Refer to Enclosure 2 for additional procedures. Child and Youth Program forms are located at Enclosure 3.

   a. Develop and disseminate DLA Child Development Policy across the Agency.
   b. Utilize an Agency Program Evaluation Tool.
   c. Obtain program funding through APF and NAF resources.
   d. Assist CYP Coordinators with Continuing Education plans.
   e. Plan and schedule annual evaluations.
   f. Participate in military construction projects.
   g. Ensure compliances with Agency CYP Guidance Package.
   h. Provide technical support to PLFAs.

6. EFFECTIVE DATE. April 8, 2010

   Director, DLA Enterprise Support

3 Enclosures
   Enclosure 1 – References
   Enclosure 2 – Procedures
   Enclosure 3 – Forms - Child and Youth Program
References

2. The Military Child Care Act (10 U.S.C., Sections 1791-1800),
3. DoD Instruction 1015.10, "Programs for Military Morale, Welfare, and Recreation (MWR),"
   3 November 1995, certified as current 31 October 2007

National Fire Protection Association
1 Battery March Park
Quincy, MA 02269-9101
www.nfpa.org

NFPA 1, Fire Code
NFPA 10, Standard for portable Fire Extinguishers
NFPA 13, Installation of Fire Sprinklers
NFPA 70, National Electrical Code
NFPA 72, National Fire Alarm Code
NFPA 80, Fire Doors and Windows
NFPA 96, Ventilation Control and Fire Protection for Commercial Cooking Operations

August 5, 2009, Page 4 of 9
Enclosure 2
Procedures
Child and Youth Programs Reportable Incidents

1. Child Development Programs/School Age Services (CDP/SAS) and Youth Services (YS) policy requires the immediate (within 1 hour) 24/7 telephonic and email notification of the following “Reportable Incidents”. Reporting only occurs after the risk has been resolved or the threat has been stabilized. When in doubt, always report and elevate. The notification reporting chain and sequence is outlined below.

   a. REPORTABLE INCIDENTS

      (1) Emergency Medical Services (EMS) calls or hospitalization.
      (2) Head injuries.
      (3) Broken bones.
      (4) Suspected abuse.
      (5) Curtailment of operations or facility closure.
      (6) Evidence of fire or smoke.
      (7) Police arrest.
      (8) Improper administration of medicine or breast milk.
      (9) On-post serious events or disturbances.
      (10) Missing child/adult.
      (11) Suspected abductions.
      (12) Suspected or actual possession of weapons.
      (13) Bomb threats or injuries or damage from bombing.
      (15) Death.
      (16) Suspected or actual poisoning.
      (17) Any dangerous injuries.
      (18) Suspected thefts or loss of PII or Government property.
      (19) Drug use or sale (actual/suspected).
      (20) Acts of terrorism.
      (21) Contagious Disease and/or Centers for Disease Control (CDC) contact.
      (22) Criminal activity.
      (23) Any other matter that generates sense of alarm.
      (24) Adverse publicity and/or embarrassment to DLA.

   b. CDP/SAS or YS personnel reporting any “Reportable Incident” should have available at a minimum the following information, but personnel should not delay reporting if they do not have all the information. They should report immediately, then update the information as soon as it becomes available:

      (1) INSTALLATION INFORMATION: Center Name and location, phone number, name of person reporting.
      (2) WHAT: What happened from list of reportable events (i.e., missing child, suspected drug use, etc.)?
      (3) WHO: Who was involved?
(4) WHERE: Where event took place (i.e., inside CDC/SAS or YS center, parking lot, etc.).

(5) WHEN: When event took place. Give specific time.

(6) DATE/TIME: Date and Time of event.

(7) AGE: Age of child/youth or children involved in event.

(8) SUMMARY: Summary of event (should only include highlights).

(9) FOLLOW-UP: Any necessary follow-up steps.

c. The CDP/SAS or YS Center Director is the 1st POC in the reporting to the CYP Coordinator. The CYP Coordinator will report to the chain and is responsible for immediately initiating an initial incident notification call to the local Chain of Command and to the Director of Child and Youth Programs. After the risk has been stabilized and all initial telephonic notification has occurred, the CDP/SAS or YS CYP Coordinator is required to send a follow-up email to the local Chain of Command and the Director of Child and Youth Programs with the following incident details: “What; Who: Where: When: Age: Date: Summary; and Follow-up” as listed above. The installation designee is required to complete a Commander Critical Information Report (CCIR) within 24 hours of completion of all required telephonic and email notifications.

2. CDP/SAS and YS policy require the immediate (24/7) telephonic and email notification of the following “Unattended Child Incidents” to both the Local Chain of Command on the installation and the Director of Child and Youth Programs.

a. REPORTABLE INCIDENTS

   (1) Staff is aware that the child has wandered off and redirects immediately.
   (2) Staff is aware that the child has wandered off but does not immediately redirect.
   (3) Staff is not aware that the child is missing and does not report. (When discovery of missing child is identified).
   (4) Child is missing and unaccounted for by staff. (Child is discovered by someone else).

b. CDP/SAS or YS personnel reporting any “Unattended Child Incident” are required to have available at a minimum the following information:

   (1) Installation information: Center Name and location, phone number, name of person reporting.
   (2) What happened from list of reportable events (i.e., head injury, suspected abuse, etc.)?
   (3) Who was involved?
   (4) Where event took place (i.e., inside CDC, playground, etc.).
   (5) When event took place, Give specific time.
   (6) Time of notification to CDP/SAS personnel.
   (7) Summary of event (should only include highlights).
   (8) Age of child/youth or children involved.
   (9) Emergency Medical Services (EMS) calls or hospitalization.
   (10) Any necessary follow-up steps.

c. Local Chain of Command on the installation Telephone Reporting Contact List:
(Please provide the names, appropriate titles, and phone numbers of the local chain of command in the blank space):

(1) CDC Coordinator -
(2) MWR Chief -
(3) Deputy Director -
(4) DES Site Director -
(5) DES Deputy Director
(6) DES Director
(7) Battle Captain DLA Command Control Center –


When in Doubt, Report and Elevate!
Enclosure 3
Forms
Child and Youth Program

The following forms are prescribed for use and can be accessed via the Forms Program website at http://www.dla.mil/dss/forms.

DLA 1841 Outdoor Safety Checklist
DLA 1842 Indoor Safety Checklist
DLA 1843 Monthly Emergency Checklist
DLA 1844 Installation Fire Prevention Inspectors Emergency Checklist
DLA 1845 Incident Report
DLA 1846 Suspected/Reported Child Abuse or Neglect Report
DLA 1847 DLA CDC Unannounced Monthly Emergency Evacuation Drill Report
DLA 1848 Injury Log
DLA 1849 Medication Consent and Log
DLA 1850 Key Control Log
DLA 1851 Sign In/Out and Staff-Child Ratio Sheet
DLA 1852 Symptom Record
DLA 1853 Training Record for Administrative Staff
DLA 1853-1 Training Record for Custodial Staff
DLA 1853-2 Training Record for Food Service Staff
DLA 1853-3 Training Record for Direct Care Staff
DLA 1853-4 Training Record for Management Staff
DLA 1854 Application for Child Care Services
DLA 1854-1 Child Care Agreement
DLA 1855 Child Health Assessment
DLA 1856 Child Care Emergency Contact Information
DLA 1857 Special Care Plan
DLA 1858 DLA Child Development Program Customer Satisfaction Survey
DLA 1859 DLA Child Development Program Infant Sleep Position Agreement
DLA 1860 First Aid Inventory Kit
DLA 1861 Commercially Operated Child Care Center Checklist