



DEPARTMENT OF THE AIR FORCE PACIFIC AIR FORCES

MEMORANDUM FOR Yokota Base Personnel

FROM: 374 FSS/FSW

SUBJECT: Yokota Community Center's Reservation Guidance – Child Care

1. The Taiyo and Yujo Community Centers are not an approved Childcare facility. The Community Center Facility reservation policy *is not authorized to approve* customer reservations to support customers using the Taiyo or Yujo Community Centers for the purpose of providing childcare services. The Office of Primary responsibility for coordination is the 374 FSS Child and Youth Program Flight. Paragraph 3 through 9 is a summary of all the requirements I received from Child and Youth program previously in reference to the use of our facility for the purpose of childcare.

2. Any facility reservation request that requests the use of the Taiyo or Yujo facility for the purpose of providing childcare will be considered tentative and not confirmed until approval has been attained at the command level. The requesting customer will be responsible for routing approval requests outside of the Yokota Community center channels. The details listed below will assist customers understand the process for approval.

3. Any customer reservation request that is requesting usage for the sole purpose of providing childcare would fall under AFI 34-144, Alternate Childcare and Requires the following:

- a) A fully cleared Child and Youth Program staff member must have oversight of volunteers who require a initial background check that includes
- b) FAP/ADAPT
- c) DCII (OSI)
- d) Security Forces
- e) FBI Fingerprint – takes a minimum of 14 days to complete
- f) Parent must be on-sight in the same facility where the childcare is being provided

4. Short Term Care requirements

- a) Short-Term Care. If offered, short term hourly childcare is designed to provide only occasional, intermittent childcare for installation events (e.g., squadron's holiday party).
- b) Identifying Facilities. Fire, safety and public health installation agencies must approve facilities for childcare use.
- c) An evacuation plan is posted by the door for fire or evacuation emergencies.

5. Operational Procedures. Guidelines for short-term hourly childcare:

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- a) Provide care no longer than one hour before the start and one hour after the end of the function for which care is being offered.
 - b) Always supervise children by sight or sound. Provide a fire evacuation wagon for children two and under or have one adult for every two children.
6. Must meet the following childcare ratios:
- a) For infants 6 weeks to 12 months, have no more than four infants per staff member at any time and no more than eight infants per group.
 - b) For pre-toddlers 12 months to 23 months of age, have be no more than five children per staff member at any time and no more than ten children per group.
 - c) For toddlers, 24 to 36 months of age, have no more than seven children per staff member at any time and no more than fourteen children per group.
 - d) For children or youth three to twelve years of age, have no more than twelve children per staff member at any time and no more than twenty-four children or youth per group.
 - e) Have at least two adults always present
 - f) Children or youth may not be taken outside facility except for emergency evacuation unless using a Child Development or a School Age Care facility.
 - g) Have materials, supplies and planned activities to keep children or youth engaged.
 - h) Alternative Child Care. May be offered in government facilities other than Child and Youth facilities by non-familial providers if fees are not charged, providers are not paid, and
 - i) parents are on site and in close enough proximity to assist with emergencies.
 - j) Alternative childcare must meet DoDI 6060.02, Fire Prevention, Safety and Public Health requirements (see below) and this Instruction for short-term child care use. (T-0).
 - k) Volunteers for alternative childcare must meet specified volunteer requirements in accordance with DoDI 1402.05. (T-0).
7. DoDI 6060.02, Fire Prevention, Safety and Public Health requirements: Area must be inspected and approved for use by Fire/Health and Safety. Including an evacuation plan posted by evacuation door.
- a) Fire and Safety:
 - 1) Stairways and ramps are well lighted and equipped with handrails, where appropriate.
 - 2) Adequate first aid supplies are readily available and maintained.
 - 3) Toys and materials do not present a choking hazard for children under age 3.

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- 4) Chemicals and potentially dangerous products, such as medicine or cleaning supplies, are stored in original, labeled containers in locked cabinets inaccessible to children.
 - 5) Diluted bleach solution must be accessible to staff in an unlocked location, but inaccessible to children
 - 6) Emergency telephone numbers including police, fire, rescue, and poison control services are posted by telephones and are available at all times.
- b) Staff and regular volunteers are familiar with primary and secondary evacuation routes
 - c) Smoking and use of tobacco is not permitted in the facility or in the sight or presence of children.
 - d) Area must have a nearby restroom and volunteers must supervise children using the restroom.
 - e) Capacity defined by age and fire

8. Public Health: Health and Sanitation:

- a) The facility is cleaned daily, and as needed throughout the day. Food preparation areas, bathrooms, diapering areas, hand-washing facilities, and drinking fountains are sanitary.
- b) A sink with running water at a comfortable temperature of no more than 110 degrees temperature is very close to bathrooms and diapering areas.
- c) Sinks used for diapering are not co-located with food service areas or the sink used for dishwashing.

9. DoDI 1402.05.

- a) Volunteers providing care must have completed Installation Records Check- Security Forces/ADAPT/FAP and FBI Fingerprint check.
- b) Volunteers must always be in line of sight of a Child and Youth Program staff member with a completed background check.

10. Should you have further questions, please direct any questions to 374 FSS Child and Youth Flight , 225-4918.

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