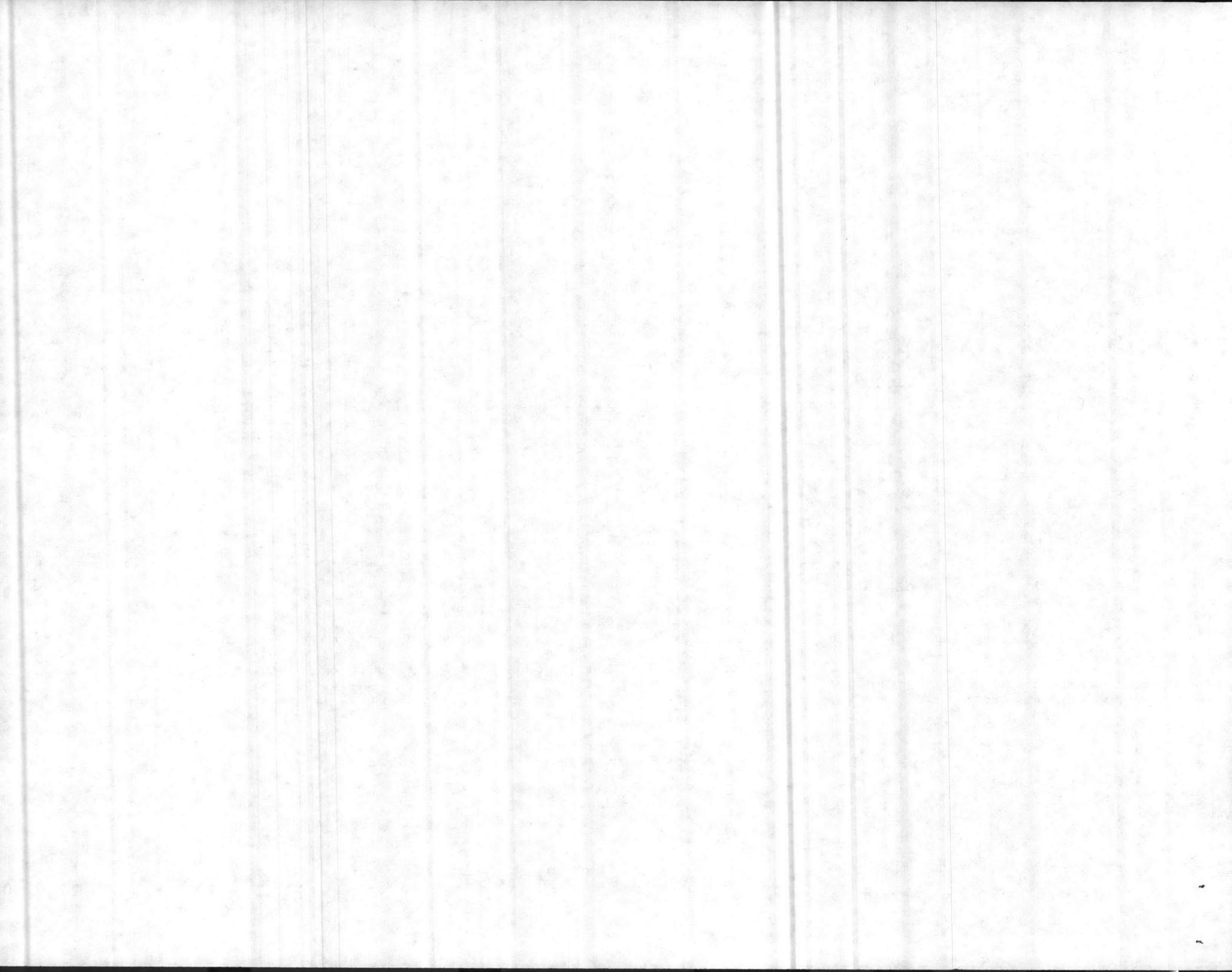


- Ref: (a) MCO P1710.17C (NOTAL)  
(b) MCO 5760.4A (NOTAL)  
(c) SECNAVINST 40.2C  
(d) National Fire Protection Association, Life Safety Code (NFPA 101)  
(NOTAL)  
(e) NAVCOMPT Manual, par. 075260 (NOTAL)  
(f) MCO P11000.12B (NOTAL)  
(g) MCO P11000.11A (NOTAL)  
(h) MCO 5100.8E  
(i) NAVMED P-5010-1  
(j) SECNAVINST 4061.1B (NOTAL)



determining and suspending those children from facilities who are in need of more discipline the director or caregivers can provide.

e. Any humiliating or frightening punishment is forbidden, such as:

(1) Spanking, slapping, hitting, pinching, shaking, or giving any form of physical punishment.

(2) Verbal abuse, threats, or derogatory remarks about the child or the child's family.

(3) Binding, tying to restrict movement or placing in a confined space such as a closet, locked room, box or similar place.

(4) Withholding or forcing meals, snacks, or naps.

f. Children may not be punished for lapses in toilet training.

13. Volunteer Service. Use of volunteers should be accomplished wherever and whenever possible, except for the position of the child care center director/assistant director. In each case the volunteer will execute and sign a "Memorandum of Understanding."

a. During the time that a volunteer is serving at a particular child care center, the dependent children of the volunteer may be permitted to be cared for at that center on a no fee or user charge basis, except for meals.

b. In those cases where the volunteer desires reimbursement for services provided, which is other than the time or day the volunteer is performing the service, the director of the child care center will issue on a daily basis, a "Child Care Reimbursement Authorization," to the volunteer as follows:

(1) Child Care Reimbursement Authorization will provide an hour of child care service for each hour of volunteer service performed without regard to the number of dependent children involved.

(2) Child Care Reimbursement Authorization will be redeemable for child care services only at the child care facility where volunteer service was performed. Each Child Care Reimbursement Authorization must be utilized within 2 weeks following date of issuance. In no case will a volunteer be permitted to accumulate more than a total of 40 hours in a given 2-week period.

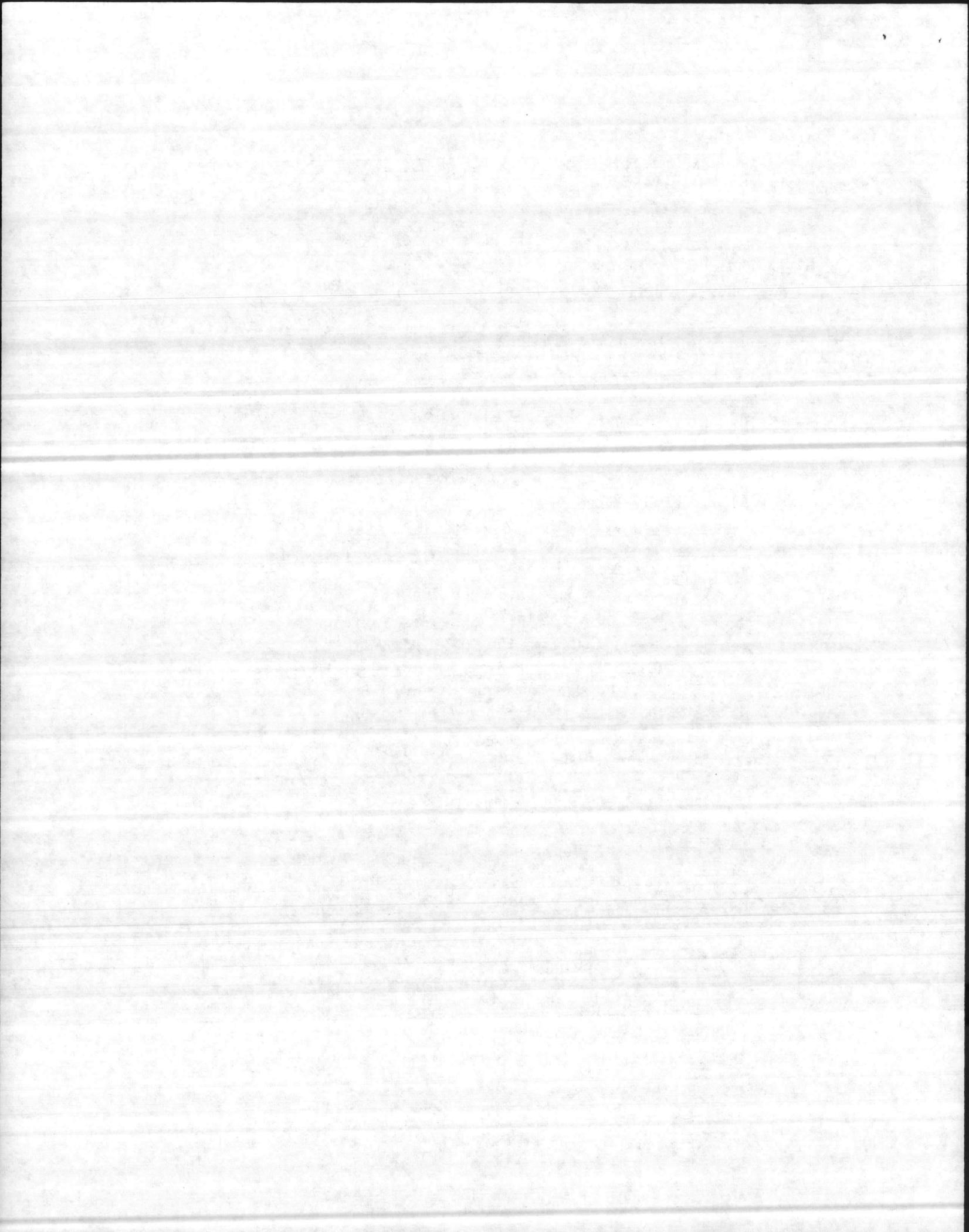
#### 14. Child Care Center Facilities

a. Each command will establish a maximum capacity for each center and will specify total capacity for infants and older children. The center capacity will be posted in a conspicuous place near the admittance desk. Maximum capacity will be based on the lesser occupancy allowed by reference (f).

b. No less than 35 square feet of usable indoor space for play (excluding corridors, toy storage, sleeping areas, and similar nonusable areas) will be provided for each child. Where possible, provide at least one washable soft surface crawl area a minimum size of 60 sq. ft. for each child care group. Provide 20" to 36" high enclosure on the sides of the crawling area. This will be an area segregated from the net usable play space provided for older children.

c. Child care centers will meet the fire code requirements of references (d) and (g).

(1) Building Standards. Centers housing children 6 years of age and older shall conform to the requirements for educational occupancies outlined in reference (d). For children under 6 years of age, centers shall conform to



the requirements for child care centers outlined in reference (d) and this Order. Where there is a conflict between reference (d) and Marine Corps standards, Marine Corps standards shall apply.

(2) Center Location. Where centers are located in a building containing mixed occupancies, the facility shall be separated by a 1-hour fire wall from floor to ceiling, with no intercommunicating openings. Centers shall not be located in buildings that house fuel storage shops, maintenance shops including woodworking and painting areas, laundries and large kitchens or in other areas which may be equally or more hazardous.

(3) Construction

(a) Facility construction requirements, regardless of source of funding, will be coordinated with the Installation Planning Board. Definitive drawings or design guides issued by the Commandant of the Marine Corps (Code LF) will be used to the extent possible in planning and constructing child care centers. To ensure comprehensive and properly equipped facilities, planning for facility construction or major alteration of centers will include interior design, furnishings and equipment. Design criteria for permanent construction will be used for renovating or remodeling structures. Before occupancy, the safety, health, and environmental personnel will inspect the facility and recommendation for occupancy will be made to the installation commander.

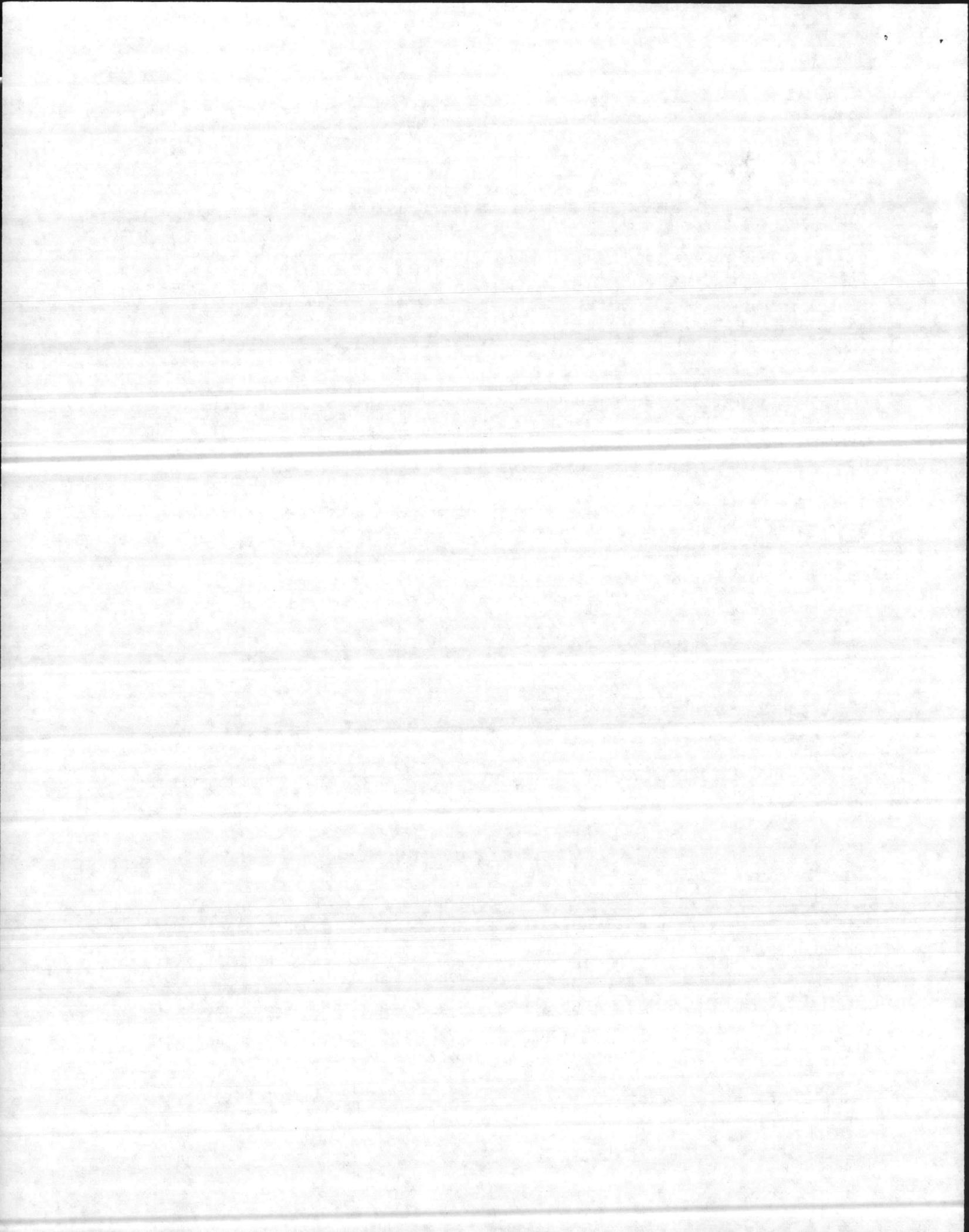
(b) Types of Construction Permitted

- 1 Fire resistive.
- 2 Noncombustible.
- 3 Heavy timber.
- 4 Protected wood frame.
- 5 Protected ordinary.

(c) Construction Exception. The use of unprotected wood frame or unprotected ordinary construction is prohibited unless all the following conditions are met:

- 1 No combustible interior finish.
- 2 Does not exceed one story in height.
- 3 Does not exceed 5,000 square feet.
- 4 Automatic smoke detectors are provided in accordance with reference (d).
- 5 Automatic sprinklers are provided throughout the entire building.
- 6 Number of children is limited to 50 children who are 3 years of age or older and there are two remote exits; or, number of children is limited to 100 children who are 3 years of age or older and each room occupied by children has an exit directly to the outside of the building.

(4) Building Prohibition. Child care facilities are not permitted in basements or above first floor levels.



(5) Exits

(a) Minimum of two remotely located exits is required. Exits shall be as far away from each other as possible.

(b) Discharge from exits must be to the exterior of the building.

(c) Doors must swing in the direction of travel and panic hardware must be provided.

(d) Travel distance to an exit must be within 150 feet from any point in the building and no more than 100 feet from any room door. Dead end corridors shall not be permitted. Travel distances may be increased by 50 feet in buildings equipped with automatic sprinklers.

(e) Every closet door latch shall be such that children can open the door from inside the closet. Doors shall not be lockable on bathrooms used by children.

(f) Illumination of exit corridors and provision of exit signs are required. If building is used after daytime hours, the exit signs must be of the illuminated type and battery-powered emergency lighting is required.

(g) Cribs, exit doors, and ramps shall be provided to be able to roll cribs from their room(s) of use to the exterior of the building.

(6) Windows

(a) Child care centers shall not be located in windowless buildings.

(b) Every room or space used by the children shall have at least one outside window for emergency rescue or ventilation. Such window shall be operable from the inside without the use of tools. All windows capable of being opened shall be equipped with screens easily and quickly removable. An exception exists where a room or space has a door leading directly to the outside.

(7) Interior Finish Materials

(a) Exit corridor and sleeping rooms shall have a flame spread rating of 25 or less and a smoke developed rating of 50 or less.

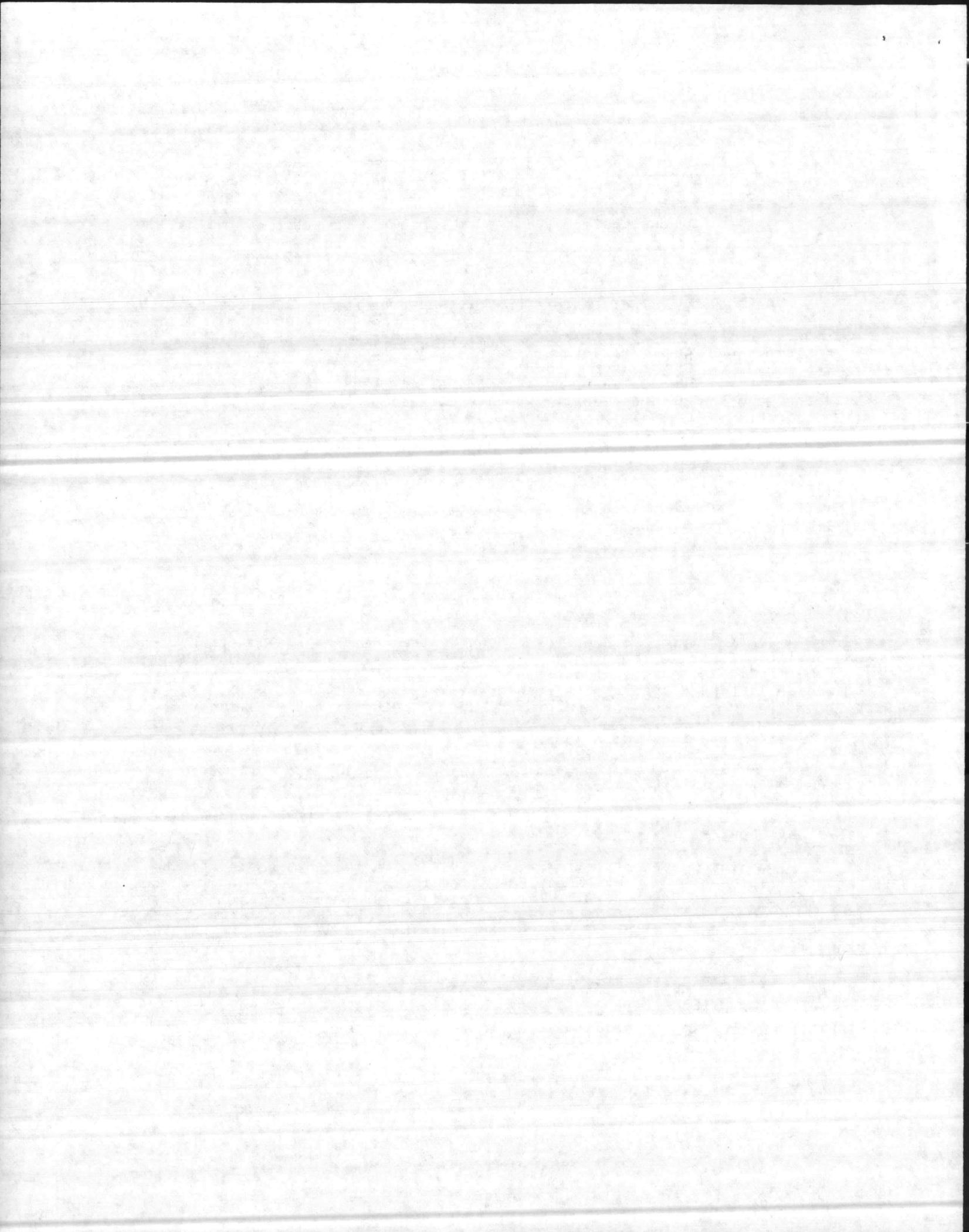
(b) Other areas must have a flame spread rating of 75 or less and a smoke developed rating of 100 or less.

(c) Carpet systems (carpet and cushion tested together as they will be installed) shall have a flame propagation index of less than 4.0 when tested in accordance with Underwriter's Laboratories UL 992 (Chamber Test) or have a minimum average critical radiant flux of 0.50 watts per square centimeter when tested in accordance with Federal Test Method Standard 372 (Flooring Radiant Panel Test).

(8) Fire Alarm/Detection Systems

(a) ~~Smoke detectors are required in corridors, lounges and recreation areas. Spacing of detectors should not be greater than 30 feet on center. Detector shall be provided even if the building is completely sprinklered.~~

(b) A manual fire evacuation alarm system is required and shall be connected to the exterior fire alarm system.



(9) Subdivision into Compartments. If the building is provided with automatic sprinklers and smoke detectors, up to 30 children may sleep in the same room provided that one of the following conditions is met: (a) an engineered-smoke control system is provided, (b) the sleeping area shall be protected by a smoke partition or, (c) both a smoke partition and an engineered-smoke control system are present.

(10) Protection from Hazards. All mechanical equipment rooms, kitchens, storage rooms, janitor closets and maintenance shops must be separated from the remainder of the building by construction having at least a 1-hour fire resistance rating.

(11) Fire Extinguishers

(a) Portable fire extinguishers of the pressurized water, or equivalent-type are required. In general, one 2 1/2 gallon extinguisher for each 6,000 square feet of area is required. The maximum travel distance to an extinguisher should not exceed 75 feet.

(b) A dry chemical or carbon dioxide-type extinguisher shall be provided for the kitchen or cooking area.

(12) Fire Prevention. All administrative and supervisory personnel will be trained in proper evacuation procedures by the local authority in reference (d).

(a) A monthly fire prevention inspection by the fire department and child care center director or designated representative shall be conducted and any discrepancies should be promptly corrected.

(b) A fire evacuation plan shall be developed and executed at least once per month. These procedures will be published and conspicuously posted in the building.

(c) The use of highly combustible furnishings and decorations are not permitted (even if the building is completely sprinklered).

(d) Artwork and teaching materials attached to the walls shall not exceed 20 percent of the wall area.

(e) Wastebaskets and other waste containers shall be of noncombustible materials.

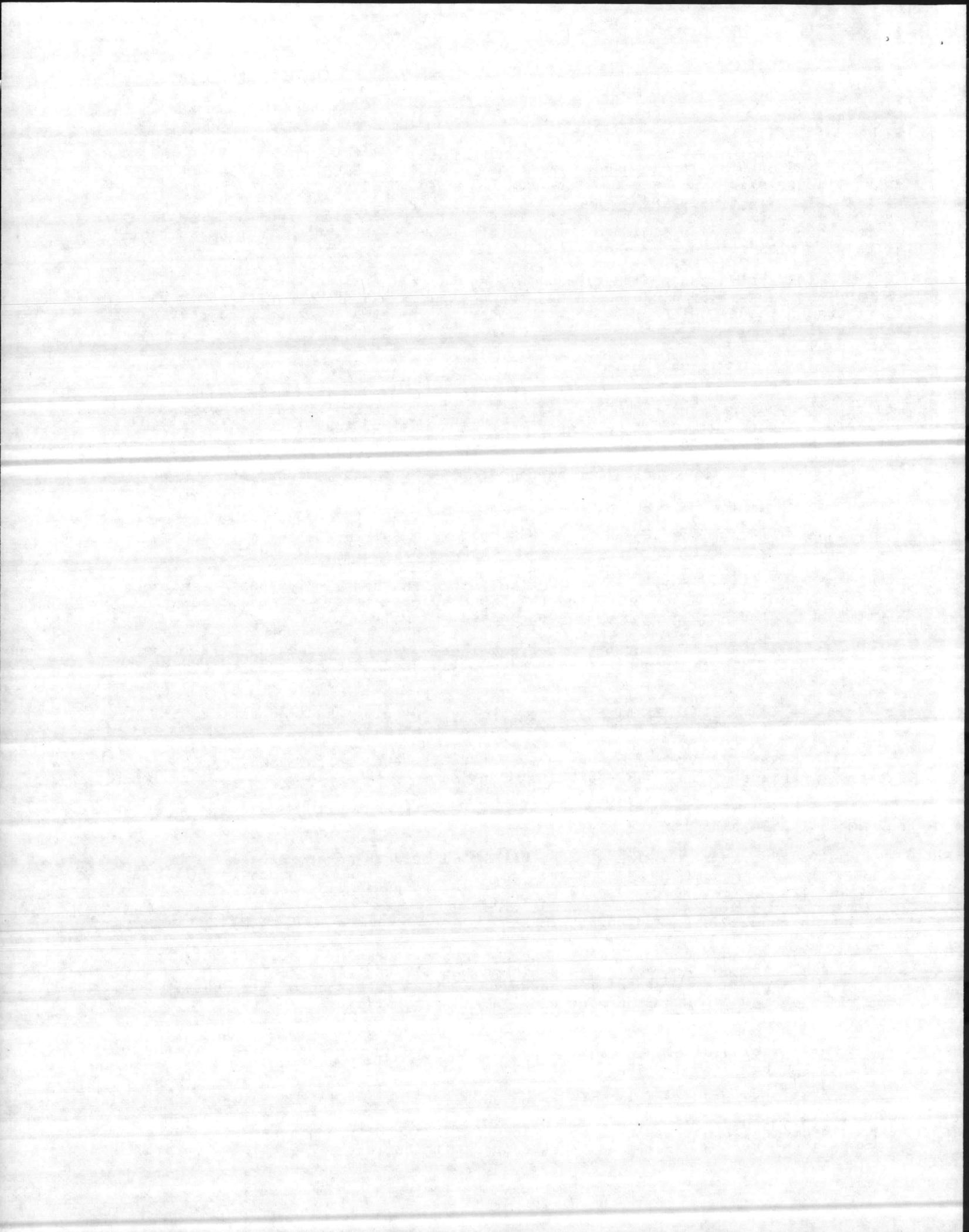
(13) Smoking. Smoking will be permitted only in a specifically designated area (such as employee's lounge) and not in the presence of children. Positive fire prevention rules will be applied to that smoking area.

d. Interior Design and Furnishings

(1) The environment of child care centers should be pleasant, child-scaled, well-lighted, attractively furnished, easily kept in a sanitary condition and conducive to efficient operation. The selection of finishes, furniture, equipment, and other interior furnishings will be of nontoxic materials.

(2) Tables, chairs, shelves, and other furniture and fixtures will be scaled to the needs and sizes of children served in child care centers.

(3) Play equipment will be selected carefully and in sufficient quantity, with regard to size, safety and sanitary features. Washable toys will be provided for infants and toddlers. Toys and other play equipment with sharp and ragged points, or edges, and those coated with toxic or flammable materials



are prohibited. Paints and other materials for child handcraft will be nonflammable and nontoxic.

(4) Beds, cots, cribs, and playpens will be provided for children appropriate to age and size and will be placed at least 3 feet apart on all sides unless placed against a wall. In conformance with Food and Drug Administration (FDA) recommendations, spaces between crib slats should not be greater than 2 3/8 inches to prevent infants from strangling. Care should be taken to see that crib hardware does not present a mechanical hazard to the child. All wood surfaces will be smooth and free of splinters.

(5) Proper lighting in work and play areas will be provided to prevent eye strain and accidents. Lighting is required in all areas, classrooms, activity and staff work areas.

(6) If a child care center accepts children under 1 1/2 years of age, a separate room or area will be provided for them.

(7) If sufficient space is available, children over 1 1/2 years of age should not be permitted to sleep and play in the same room at the same time. At no time will children be left unattended.

(8) Lavatory and Toilet Facilities

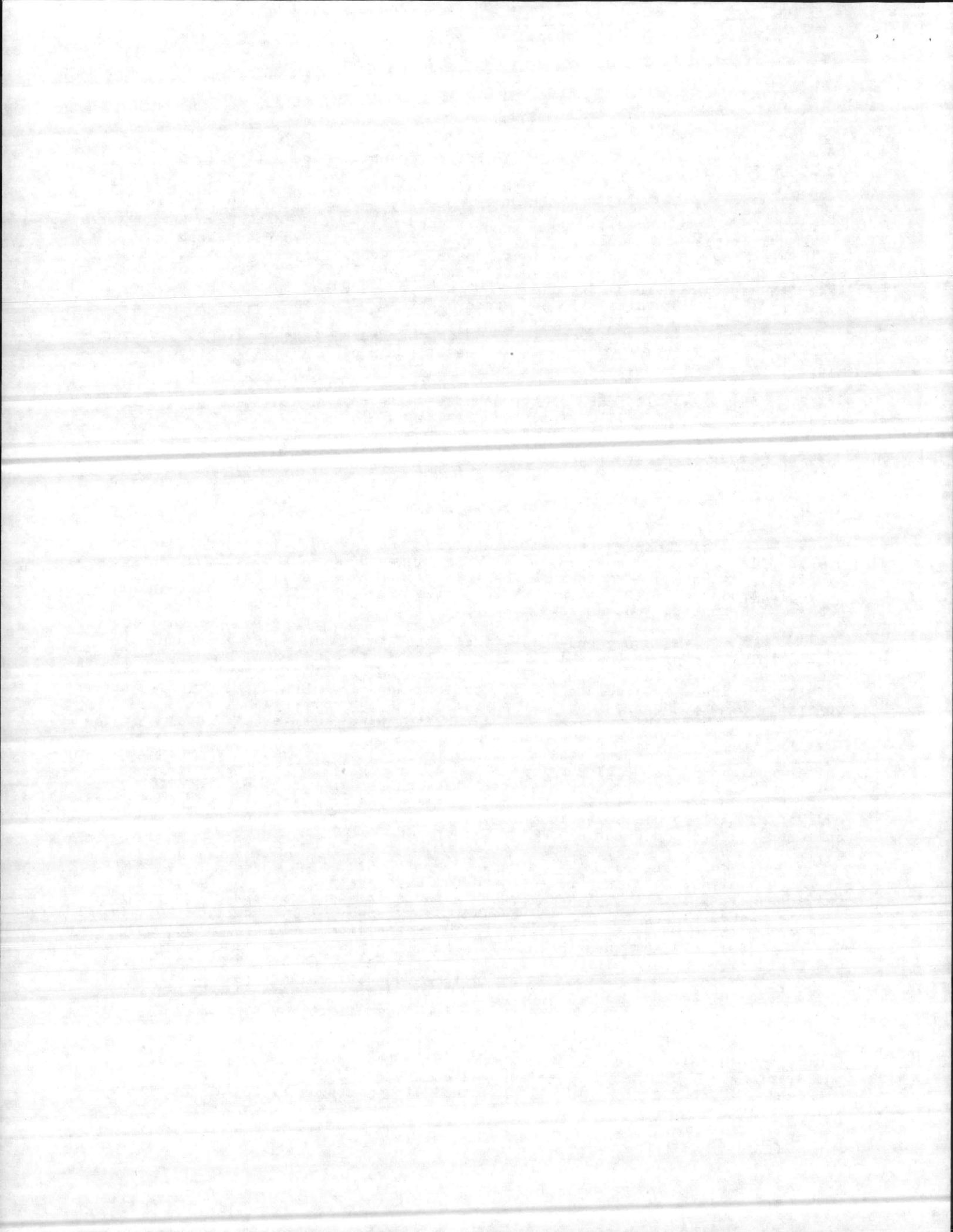
(a) Handwashing facilities with soap, water and disposable paper towels will be readily available (hygienic handwashing habits will be practiced by staff), and be located in both the infant care areas and in diaper-changing areas, kitchen and staff toilet. Water temperature should not exceed 110 degrees Fahrenheit. Common towels or face cloths are prohibited.

(b) Lavatory and toilet facilities in day care centers should be located close to playrooms, playground and locker facilities. In these centers, toilets and other fixtures should be scaled to the size of the children (pediatric size). If pediatric-sized toilets and sinks are not available, steps or platforms must be provided. If portable nonflush nursery chairs are used they must be thoroughly cleaned with detergent solution after each use.

(c) One flush toilet and lavatory will be provided for each 15 children age 3 years or older. Portable nursery chairs may be needed for children being toilet trained. A sufficient number should be provided to help children assume responsibility for bodily needs (using as a guide one chair for every five children). Separate male and female toilets are required only for children 5 years and older.

(9) Only disposable diapers are permitted. Infants wearing other than disposable diapers will not be accepted for day care services. Medically indicated exceptions to this policy are allowed only when a statement to that effect, signed by a physician, is presented. Diapers will be kept in tightly covered receptacles with plastic liners. Plastic liners will be closed and secured before placing them in outside refuse receptacles. Soiled diapers will not be stored in play, sleep, or food service areas. Diaper change areas will be covered with either disposable paper (changed between infants) or with a washable material that can be thoroughly cleaned with detergent solution after each use. ~~Do not place used disposable diapers in septic systems.~~

(10) Mattresses will have waterproof covers. Bed linen must be changed promptly when soiled and when beds, cots, or cribs are occupied by different children. All bed linen will be changed at the close of the day. Cribs, playpens and other equipment will be washed with a detergent solution daily.



e. Room Climate Control

(1) Temperature in all rooms occupied by children will be between 68 to 78 degrees Fahrenheit, measured within 1 foot of the floor. Tamper-proof thermostats should be provided and located no more than 36 inches above the floor. At least 5 cubic feet per minute of outdoor air for each occupant will be provided, based on the posted maximum occupancy of the center. Toilets, lavatories, and kitchens will have adequate exhausts.

(2) A relative humidity of 50 to 55 percent should be maintained during the heating season to prevent drying of mucous membranes and to control disease. Humidification equipment will be monitored by the medical authority to ensure against airborne microbial contamination and other hazards. Coordination will be made with the local medical authority prior to procurement of humidification equipment to determine the acceptability of such equipment.

(3) Air-conditioning may be provided in accordance with the criteria for nonmedical nurseries.

(4) Buildings used exclusively for child support services will be designed and operated to conserve energy resources to the extent possible, while providing a healthy environment for children. Renovation and new construction will conform to the requirements of reference (f).

f. Safety

(1) All windows will be firmly screened to protect children from falls and to prevent insects from entering. Screens must be easy to remove during emergencies. Double hung windows should be counterbalanced to prevent injuries to a child's finger or arm.

(2) Stairs will have nonslip treads. Gates or similar protection will be provided at stairways. Space under the stairwell will not be enclosed nor used for any purpose. Handrails will be provided for children.

(3) Floor surfaces should provide safety and warmth and be easily cleaned to minimize dust collection and to prevent children from slipping.

(4) Separate areas for storage of cleaning equipment and supplies will be provided. Detergents, solvents, and all potentially dangerous supplies will be kept in a locked closet inaccessible to children. Flammable, poisonous, and highly caustic material such as drain cleaners will not be stored in the facilities.

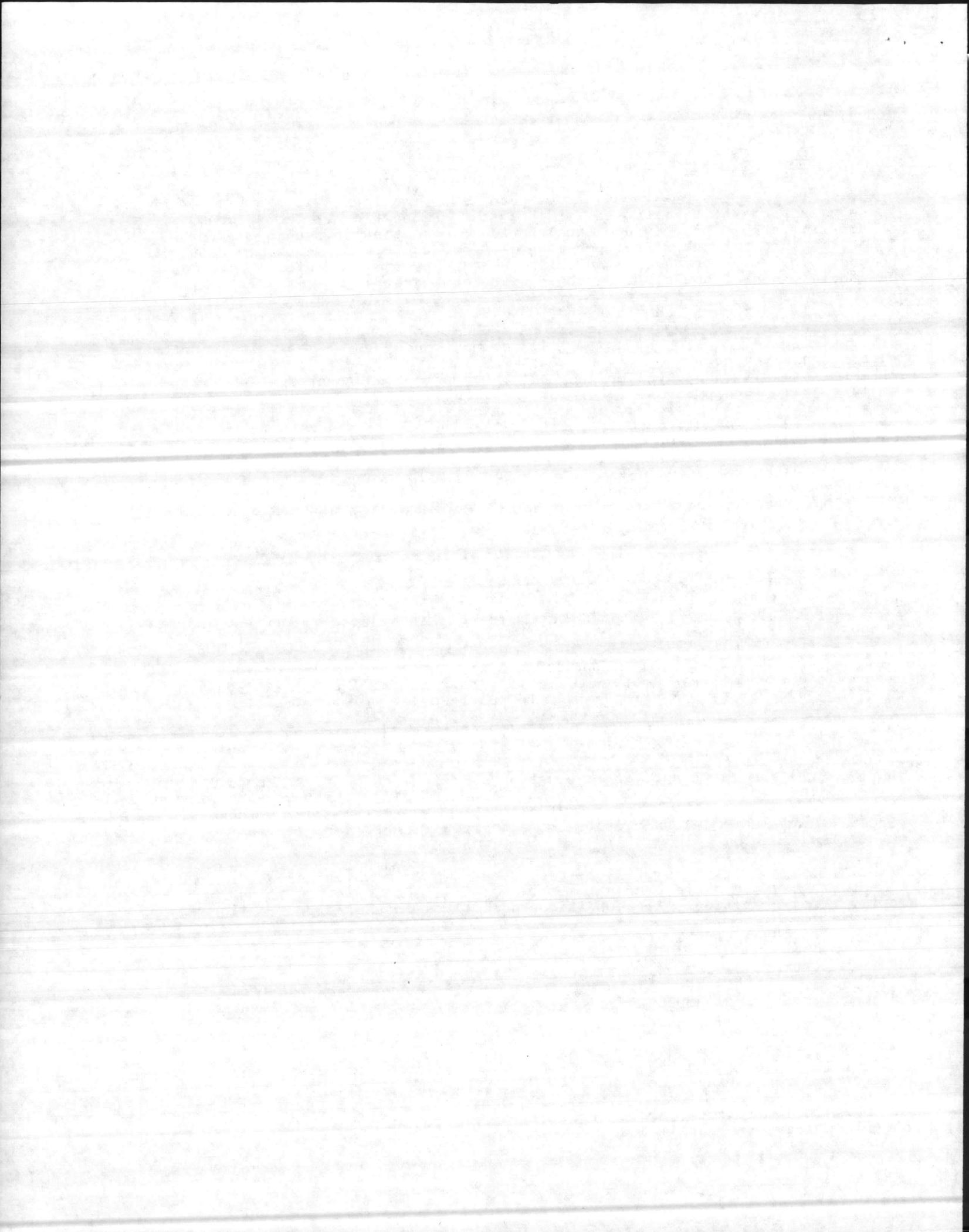
(5) No activities will be permitted in a room which has a furnace, domestic hot water heater, or gas meter. Open-flamed heaters will not be used in day care facilities. Air-conditioners shall be insulated from children.

(6) Standards in reference (h) will be followed.

(7) All electrical outlets will be child safety types or will be covered when out of use. Extension cords must be approved by the fire marshal. Electrical appliances, radiators, fans, and similar appliances will meet Underwriters Laboratory (UL) and NFPA standards and will be effectively protected from child contact.

(8) Finger and handholes shall not be provided in mechanical, electrical or plumbing access panels. Electric panels shall be secured.

(9) Off-street parking will be provided so children and parents can enter and leave the facility without crossing a thoroughfare.



(10) Unless prior arrangements have been made with the director, only a parent or persons designated by a parent may take a child from the center. Children may not be released to siblings or older children under 14 years of age unless approved by the base commander on a case by case basis.

(11) Divorced or separated parents who do not have legal custody of a child may not pick up the child unless authorized, in writing, to do so by the parent admitting the child to the center. Children may not leave the center unaccompanied without written permission from the parent.

(12) The outdoor play area should be fenced to a minimum height of 5 feet. The gate must be secured to be easily opened by the staff but not by the children. Playground equipment with hazardous moving parts requiring constant supervision should be avoided. Low climbing devices and creative play equipment are recommended.

## 15. Health Requirements

### a. Food Service Operations

(1) Child care personnel responsible for the selection of meals and/or snacks should have a basic knowledge of nutritional needs for children and should consult with the pediatric or dietary staff of the medical department.

(2) Food refrigeration or freezer equipment in child care centers shall be approved by the National Sanitation Foundation. Food preparation and handling shall be in accordance with reference (1).

(3) Single-service dishware and/or eating utensils should be used in child care centers. Where multi-use cooking utensils and/or dishware are used, they shall be washed and sanitized in accordance with reference (1).

(4) Formula and juices served in baby bottles shall be prepared at home, identified for the appropriate child by the parents, and refrigerated until use. Baby food shall be refrigerated after opening. Only plastic baby bottles should be permitted. All infants not capable of holding their own bottles shall be held for feedings.

(5) All director and center personnel who engage in food service operations shall complete a course of food service operations training in accordance with reference (j). Training will be provided by cognizant Naval Regional Medical Center or Naval Hospital Preventive Medicine Services.

(6) Child care centers shall provide adequate and nutritious meals which follow United States Department of Agriculture (USDA) guidelines and prepared in a safe and sanitary manner. Each commander must implement a plan for ensuring that the nutritional needs of children cared for are met and that the food service program contributes to the development of good eating habits and the childrens' health.

### b. Registration and Health Form

~~(1) Child care center registration and health forms will be filled out for each child. This form provides management personnel with basic health information on all children and sponsor data.~~

~~(2) Registration will include presentation of an immunization record.~~

~~(3) No child will be admitted to a child care center without current immunizations against tetanus, diphtheria, whooping cough (pertussis), and poliomyelitis except where religious beliefs preclude.~~

