

# **YOUTH PROGRAMS (YP) AND ACTIVITIES FOR DEPENDENT CHILDREN**



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COMMANDANT INSTRUCTION 1710.12

Subj: YOUTH PROGRAMS (YP) AND ACTIVITIES FOR DEPENDENT CHILDREN

- Ref:
- (a) 14 U.S.C. § 2905, Youth Sponsorship Initiatives
  - (b) Coast Guard Medical Manual, COMDTINST M6000.1 (series)
  - (c) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
  - (d) Morale, Well-Being, and Recreation, COMDTINST 1710.13 (series)
  - (e) Civil Engineering Manual, COMDTINST M11000.11 (series)
  - (f) U.S. Consumer Product Safety Commission's (CPSC) Public Playground Safety Handbook, December 29, 2015
  - (g) Coast Guard Nonappropriated Fund (NAF) Personnel Manual, COMDTINST M12271.1 (series)
  - (h) Coast Guard Nonappropriated Fund Instrumentalities (NAFI), COMDTINST 7010.5 (series)
  - (i) Professional Liability Insurance Reimbursement (PLIR), COMDTINST 12800.1 (series)
  - (j) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
  - (k) 28 C.F.R. § 50.15, Representation of Federal Employees by Private Counsel at Federal Expense
  - (l) 29 C.F.R. § 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
  - (m) Life Safety Code, National Fire Protection Association, (NFPA) 101
  - (n) The International Fire Code ® (IFC ®), Chapter 9, Section 906
  - (o) Child Development Services Manual, COMDTINST M1754.15 (series)
  - (p) Caring for Our Children (CFOC) National Standards, U.S. Department of Health & Human Services (<https://nrckids.org/CFOC>)
  - (q) Family Advocacy Program, COMDTINST 1752.1 (series)

1. **PURPOSE.** This Instruction establishes Coast Guard policy and sets forth standards to administer Youth Programs (YP) and activities to support the youth of the Coast Guard family. Policy to guide the various programs such as Coast Guard youth centers, youth sports, and other youth sponsored programs and activities as authorized in accordance with References (a), (d), (g) and (h). These programs are available for youth ages 5 (if enrolled in kindergarten) to 18 (if enrolled in high school).

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chief of headquarter staff elements must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. None.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it impose, legally binding requirements on any party outside the Coast Guard.
6. EXCLUSION. This Instruction does not apply to Coast Guard Child Development Centers, Family Child Care (FCC), Military Child Care in Your Neighborhood (MCCYN) Fee Assistance and Supplemental Programs and Services (SPS). See Reference (o) for guidance on these services.
7. PARTICIPANT DISCLAIMER. All Coast Guard members and their families who utilize Coast Guard Youth Programs are responsible for understanding participant program policies, including curriculums as provided and developed, and all the applicable guidelines contained in this Instruction.
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications that are noted throughout this Instruction and are listed in numerical series order:  
Memoranda of Understanding/Agreement, COMDTINST 5216.18 (series);  
Accessible Systems and Technology Program (ASTP); Section 508, COMDTINST 5230.60 (series);  
U.S. Coast Guard Civil Rights Manual, COMDTINST M5250.4 (series); and,  
Publishing of Printed and Bound Materials for the Coast Guard, COMDTINST 5604.1 (series).
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

10. DISTRIBUTION. Electronic distribution in the Directives System Library. Intranet/Pixel Dashboard: Directives Pubs, and Forms - PowerApps (appsplatform.us). If Internet released: Commandant Instructions (uscg.mil), Coast Guard Forms (uscg.mil) .
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series) and the records retention schedule located on the Records Resource Center Microsoft SharePoint site at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx> .
12. BACKGROUND ON YP SAFETY. Agreements may be entered with nonprofit entities to provide youth programs and activities. The Coast Guard requires that programs providing care for youth be maintained in a safe, healthy, and clean manner. This safeguards the health of youth and the staff caring for them. Youths must be protected from all hazards, potential injuries, infectious diseases, and must be provided with an appropriate environment for nurturing and affection to promote their potential in both physical and psychological health.
13. MISSION SUPPORT. YP and activities are designed to provide high quality youth programming options for the Coast Guard family and their families. The standards in this Instruction are the minimum standards that must be used to plan quality, healthy, and safe programs for any youth program participant aged 5 (enrolled in kindergarten) through age 18 (if enrolled in high school).
14. FORMS. Questions on Coast Guard forms or suggested changes and/or corrections for immediate action may be submitted to [USCG.Forms@uscg.mil](mailto:USCG.Forms@uscg.mil) . Note, there may be YP activities related forms, however they are not official CG-Forms.
15. REPORTS. The YP program is subject to annual or periodic financial audit and onsite audit and inspection, including by the Coast Guard's Community Services Command (CSC). Triennially an MWR user survey is conducted per Reference (d) which may include patrons of the YP. Periodic program or activity-based feedback may be obtained from stakeholders to improve delivery of services.
16. SECTION 508. This policy is created to adhere to accessibility guidelines and standards as promulgated by the U.S. Access Board with consideration of Information and Communications Technology (ICT) requirements. If accessibility modifications are needed for this artifact, please communicate with the Section 508 Program Management Office (PMO) at [Section.508@uscg.mil](mailto:Section.508@uscg.mil). Concerns or complaints for non-compliance of policy and/or artifacts may be directed to the Section 508 PMO, the Civil Rights Directorate (<https://www.uscg.mil/Resources/Civil-Rights/>) for the Coast Guard, or to the U.S. Department of Homeland Security at [accessibility@hq.dhs.gov](mailto:accessibility@hq.dhs.gov).

17. REQUEST FOR CHANGES. Units and individuals may formally recommend changes through the chain of command using the Coast Guard Memorandum. Comments and suggestions from users of this Instruction are welcomed. The Sponsor is Community Services Command. Submit to: Commanding Officer, Battlefield Tech Center 1, Suite 500, 510 Independence Pkwy, Chesapeake, VA 23320, or email D05-SMB-CSCMWR@uscg.mil.

/Z. MERCHANT/  
Rear Admiral, U. S. Coast Guard  
Commander, Personnel Service Center

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## CHAPTER 1. YOUTH PROGRAM (YP) POLICIES

### A. Policy on Assessment and Compliance.

1. Site Audit and Inspection. All programs applicable under this Instruction must be monitored through announced and unannounced on-site audits/inspections to ensure compliance with Coast Guard standards for YP.
2. Health, Fire, Facility and Safety Monitoring. All health, fire, facility, and safety requirements will be monitored by base fire, facility, health, and safety personnel according to the frequency specified by this Instruction and Reference (c).
3. CSC Inspection Checklist. YP audits/inspections must be conducted using the CSC Inspection Checklist in Reference (d).
4. Routing and Corrective Action. CSC must submit audit findings in report writing format through the designated chain of command. Bases will have 30 days from the date of the audit report to provide the CSC with a corrective action plan, if applicable. If any of the findings are identified as life threatening, immediate action (within 24 hours) is required to correct and report compliance to the CSC.
5. Policy Access and Promulgation. A copy of this Instruction and any publicly releasable policies/SOPs concerning YP must be made available (retrievable and accessible) to those with responsibilities mentioned in this Instruction to include patrons of the programs.
  - a. The opening “distribution” paragraph in the Letter of Promulgation to this Instruction provides internal and external publishing Library locations. Commandant Instructions are no longer printed and distributed due to their electronic publications. If a print copy is requested, the local YP Director or staff may print on a case-by-case basis a copy. Large print productions must be ordered through the Government Publishing Office (GPO) via regular print publishing policy and procedure. See Publishing of Printed and Bound Materials for the Coast Guard, COMDTINST 5604.1 (series).

### B. Policy on Eligibility.

1. Youth Eligibility. Coast Guard YP accept youth aged 5 (and enrolled in kindergarten) through age 18 (if enrolled in high school) on a space available basis. Some programs, depending on availability of space and staff, may offer school-age spaces for youth aged 5 and enrolled in kindergarten through age 18. Dependent youth of Coast Guard military and civilian personnel, other military personnel, other federal civilian employees living or working at/or near the unit, contractors, and members of the civilian community may use Coast Guard YP.
2. Inclusion. The Coast Guard does not discriminate based on sex, race, age, disability, color, religion, or national origin. Youth with special needs may be admitted to Coast Guard YP in accordance with guidelines provided in this Instruction. YP are available for

members and civilian employees of the Coast Guard, and thereafter as space is available for members of the Armed Forces and federal civilian employees, per Reference (a). Youth will be accepted to YP according to the following priorities as determined by the organizational employment affiliation status of the parent(s). If the sponsor, utilizing YP loses his/her employment affiliation with the Coast Guard or with another federal agency where he or she was employed when a child was admitted to YP, the child may continue to be enrolled in YP as space remains available, on a month-by-month basis.

3. Order of Admission. Youth must be admitted in the order of completed applications received.
4. See Appendix B. for additional requirements regarding patron eligibility.

### **C. Policy on Parental Responsibility.**

1. Youth Development. YP services are not an entitlement and are intended to assist the family who is responsible for the care and development of their youth. The responsibility for proper youth development continues to rest with the parents.
2. Communications. Reciprocal communication between parents and YP staff is critical to assuring that the child is receiving the highest quality care. Parents must:
  - a. Provide the necessary health and enrollment documents/forms and complete them annually and when information changes.
  - b. Sign their child/youth in and out of YP, as applicable/appropriate per activity.
  - c. Be mindful of health changes. Immediately notify YP when it is discovered that the child has an infection/communicable disease.
  - d. Pick up the child/youth within one hour after being notified that their child is ill and must be picked up.
  - e. Pick up the child within one hour in the event of a Coast Guard base closure, or other event requiring closure of the YP or activities.
  - f. Adhere to YP policies and SOPs.

### **D. Discipline Policy.**

1. Notice. Youth discipline policy guidelines must be put in writing and provided to staff and parents of youth enrolled in the programs. A copy of the local discipline policy must be provided to each YP staff member and posted in YP common area.
2. Positive Guidance Discipline. Discipline is intended to provide positive guidance, use of redirection, and set clear behavioral limits. It must assist the child in the development of self-control, self-respect, and consideration for the rights and property of others. All policies, including discipline policies, will comply with standards set in this Instruction.

3. Prohibited.
  - a. Corporal punishment, humiliation, or frightening punishments are prohibited (e.g., spanking, hitting, slapping, pinching, shaking, biting, or any form of physical punishment). Verbal abuse, threats, and placing a youth in a confined space are also forbidden.
  - b. Food must never be withheld as a form of discipline. Snacks, meals, and food of any kind must not be used as a bribe or incentive to get youth to behave in a desirable way.
4. Maintain Professional and Respectful Environment. All adults must maintain a professional environment. Parents and/or family members who are inappropriate or aggressive in their conduct or speech while at YP are at risk of being banned from YP and/or their child may be disenrolled. Military personnel are subject to the Uniformed Code of Military Justice (UCMJ) regulations and Coast Guard civilian personnel may be subject to disciplinary action.

#### **E. Program Needs Assessment.**

1. Patron/User Needs. To ensure MWR expenditures promote programs that operate for the greatest benefit of its customers, MWR user needs must be assessed. An active Morale Committee will provide valuable feedback for the services desired in the MWR Program. The MWR User Survey must be conducted at least once every three years to ensure the MWR program remains responsive to our members. The program director must distribute the survey to all active-duty members assigned to the base. It should also be made available to other eligible patrons that may be served by YP, Reference (d).
2. Triannual Survey. YP must be included in the triannual MWR user survey per Reference (d). The results of a needs assessment must be briefed to the cognizant chain of command and the data used to make recommendations on program efficiencies and in the development of an annual program budget.

#### **F. Policy on Patron Fees.**

1. Fee Offset. YP are generally funded by Appropriated Funds (APF) funding. However, since this is a Category B MWR activity, there may be fees and other charges passed on to the customer to offset the cost of operations in accordance with Reference (d). An adequate fee structure should be established to sustain youth center operations.
2. Program Fees. Fees for youth services provided by YP to Coast Guard active duty, Coast Guard civilian employees, Public Health Service Officers on Coast Guard active-duty orders, active-duty Armed Forces members and civilian employees, and federal employees must be based on each offered program.
3. Fee Notice. A minimum of thirty (30) days' written notice must be given to all patrons for any of their YP fee changes.

4. Fee exceptions. In coordination with YP Director, COs/OICs sponsoring a YP are authorized to grant exceptions to the fee policy and reduce the fee rate when the situation severely affects a family's need for care, their ability to pay, and the unit's mission requirements.

### **G. Financial Management.**

1. Guidelines. The financial management of YP and activities are set forth and authorized in Reference (d). Details are not discussed in this Instruction.

### **H. Child Health Records.**

1. Immunizations. A record of immunization must be submitted by the parent and be current upon enrollment and the health record must meet the following requirements:
  - a. Parents must provide certification from a local health care provider that immunizations are current prior to admission. The certification must include the health care provider name and telephone number.
  - b. No child will be admitted to a YP without current, age-appropriate immunizations. There are only two exceptions to the immunization requirement: (1) when a medical professional provides documentation based on medical necessity; and (2) religious accommodation based on a sincerely held belief. These requests must be made in writing and submitted to the unit Commander for adjudication.
  - c. During a documented outbreak of a communicable disease (as determined by the Coast Guard Public Health Emergency Officer) for which there is a vaccine, the child who is attending the program under an immunization waiver for that vaccine will be excluded from the program for his or her protection and the safety of the other children and staff until the outbreak period is over.

### **I. Annual Health Screenings, Immunizations, and Waivers for Staff.**

1. Annual Health Screenings. All YP staff professionals (including teen employees) must complete a health screening within 2 weeks of their hire date and annually thereafter. The health screening documentation must include current Center for Disease Control and Prevention or Advisory Committee on Immunization Practices recommended age-appropriate vaccinations and immunizations, including the annual influenza vaccine. Additional health requirements are addressed in Chapter 4.
2. Flu Vaccine. Flu season in the United States typically occurs annually between October and May. All Youth Program Professionals (including teen employees), volunteers, and children must provide evidence of an annual flu vaccine. If there are questions about whether a flu vaccine is required for a specific flu season, the installation's medical point of contact will provide updated written guidance.
3. Immunization Waiver Requests. A request for an immunization waiver must be accompanied by a signed and dated statement from a credentialed medical provider. All

waivers should be approved by the unit CO. The YP Director should seek advisement from the supporting Coast Guard Public Health staff on any waiver requests. Note, the shingles vaccine, while recommended for some adults, is not a requirement; management should not ask or verify, and a waiver is not needed.

4. Documentation. The respective management team is responsible for tracking employees' health screening documentation.

#### **J. Medication.**

1. Medication administration. Medication should be administered at home by the parent or caregiver. Medications will be allowed at the YP only when failure to take such medicine would jeopardize the health of a child and they would not be able to attend YP if the medicine were not made available. Please consult with the local YP Director.

#### **K. Children: Daily Health Checks, Procedures for Exclusion Due to Illness/Injury, and Illness Disease Outbreak.**

1. Daily Health Checks. Daily health checks are an important tool to help identify sick or injured children. Upon arrival, Youth Program professionals will observe each child for obvious signs of illness upon arrival and during care. The daily health check will occur by direct observation, by questioning the parent or guardian, and, if applicable, by conversation with the child. The health check addresses:
  - a. Changes in behavior or appearance, such as lethargy, drowsiness, or jumpiness.
  - b. Evidence of skin rashes, itchy skin, itchy scalp, or (during a lice outbreak) nits.
  - c. Elevated body temperature.
  - d. Complaints of pain or of not feeling well.
  - e. Other symptoms of illness or injury (such as drainage from eyes, vomiting, diarrhea, severe coughing, unusual odor, etc.).
  - f. Sore throat or difficulty swallowing.
  - g. Yellowish skin or eyes.
  - h. Difficulty or rapid breathing.
  - i. Lack of appetite.
  - j. Reported illness or injury in child or family members since last day of attendance.
2. Procedures for Exclusion Due to Illness/Injury in Children. Mild illness and minor injuries are common among children. With many conditions, children spread infectious agents before showing any symptoms; therefore, exclusion serves no purpose as long as the child can generally participate throughout the day. However, exclusion from the YP is

sometimes necessary to reduce the transmission of illness or because programs are not able to adequately meet the needs of the child. A child with obvious symptoms of significant illness or injury will not be accepted for care.

- a. The development of exclusion and readmission policies provides consideration for the health of each child, other children, staff, and the needs of the family. CYPs recognize that it is difficult for a parent/guardian to leave or miss work; however, applying exclusion and readmission policies minimizes the spread of infectious diseases, prevents further injury, and allows children to obtain the individualized attention needed.
  - b. Reference (q) at COFC 3.6.1.1 offers the following guidance for CYPs to determine whether an illness or serious injury requires exclusion of a child from care. Temporary exclusion from care occurs if the child's attendance: (1) Prevents the child from participating comfortably in program activities; children should be well enough to participate in all activities when they attend CYP; (2) Results in a greater need for care than the staff can provide without compromising the health and safety of other children; and (3) Poses a risk of spread of infectious disease to others due to potential contagion.
  - c. Not all instances of temporary exclusion require a child to obtain a health care provider's clearance before returning to YP. Consult with Preventive Medicine for guidance on applying temporary exclusion and readmission criteria and specific circumstances. Once the requirement for temporary exclusion is determined, the YP staff will immediately notify the parent, guardian or authorized emergency contact and request pick up within 60 minutes to support the child's comfort and to minimize infectious risk. The YP shall establish a designated area for an excluded child where he/she can receive care and supervision away from the other children while awaiting pickup.
  - d. Ensure the positioning of an injured child so that further injury does not occur. Depending on the type of illness (suspected contagious illness or continuing symptoms) or seriousness of injury, a child may need clearance from a health care provider to return to care. When a child has been temporarily excluded, at pickup, the YP staff must provide the parent with guidance for the child's return.
  - e. YP must immediately notify the parents, legal guardian, or other person authorized by the parent, when a youth has a sign or symptom requiring exclusion from YP.
3. Return to YP after Illness. In collaboration with Coast Guard HCP, YP should establish any relevant local policies for children who have been ill to return to the program.
  4. Illness/Disease Outbreak. Early identification and treatment of infectious diseases are important in minimizing transmission. If the Youth Program has an illness or disease outbreak, the Director must work with the installation's Preventive Medicine and HR to determine exclusion and readmission requirements for unimmunized YP Professionals or children. The decision to exclude unimmunized employees and children, and for how

long, is made by the installation's medical and HR professionals, not the Director.

5. Parent Notification of Disease. Youth Program professionals will communicate the implications of disease/illness exposure with parents, and closely monitor for early symptoms. Reference (p), CFOC Section 3.6.4.2 provides lists of infectious diseases that require parent notification. Notification of staff and parents of a confirmed infectious disease must occur using the following guidelines:
  - a. The nature of the exposure (including shared room or facility).
  - b. The common and medical name of the diagnosed disease.
  - c. Signs and symptoms of the disease.
  - d. Mode of transmission.
  - e. Period of communicability and how long to watch for symptoms.
  - f. Disease-prevention measures recommended by local health officials.
  - g. Control measures implemented at the program.
6. Public Health Reporting. The CDC has a list of infectious diseases that must be reported to public health authorities in the United States at the national level (see <https://ndc.services.cdc.gov/search-results-year/>). Other conditions may need to be reported to local, state, tribal, or territorial public health authorities.

#### **L. Facility Fire and Safety Requirements.**

1. Comply with Reference (d) for guidance and regulations. A "Sample" Fire Evacuation Plan is contained as Appendix E.

#### **M. Facility Requirements.**

1. Operating Hours. The respective CO/OIC sponsoring YP must approve all YP facility operating hours based on community needs that support mission requirements. Operating hours must support active-duty service member mission requirements; and, the YP facility hours of operation will not be impacted by staff training requirements, unless approved by the unit command on a case-by-case basis.
2. Naming Conventions. Coast Guard facilities that have YP center-based programs are identified as youth centers. The base name geographic location of the facility should be used for public identification purposes (sample: United States Coast Guard Base Cape Cod Youth Center).
3. Construction or Alteration Changes to YP Facilities. Planning for construction or major alterations of YP facilities requires additional consideration. This includes interior design, furnishings, and equipment; and outdoor play area design and equipment to ensure

functionally appropriate, properly equipped, complete and usable facilities. All YP will be located on the ground floor in noncombustible or fire resistive construction. To ensure adequate, properly equipped, and designed youth facilities, Reference (d) must be used. For specific YP design criteria, also use Reference (d), and follow all specifications related to the Americans with Disabilities Act of 1990, as outlined in Reference (e), and this Instruction. Projects must comply with design criteria in effect at the time the project is authorized for completion of the final design.

4. YP Facility Sanitation. See Appendix G for detailed requirements.

#### **N. Health and Safety.**

1. General. Health and Safety Requirements must meet standards in References (c) and (n).
2. Handwashing. Staff must ALWAYS wash their hands properly with soap and water after handling bodily fluids, using the restroom, handling garbage, and before food preparation or service. Use of disposable gloves is optional unless blood or blood containing body fluids may contact hands. If using gloves, they must be replaced between tasks.
3. Clean Up. Staff must immediately clean up spills of bodily fluids (e.g., urine, feces, blood, saliva, and nasal discharge), as follows:
  - a. Clean and disinfect spills of vomit, urine, and feces on floors, walls, bathrooms, tabletops, toys, and kitchen countertops using an approved cleaning solution. The cleaning solution must be prepared/used as needed, labeled, dated, and always stored out of reach of youth. In extreme and/or hazardous situations, professional janitorial services may be requested through the chain of command.
  - b. Clean and disinfect with the same bleach solution all spills of blood or blood containing bodily fluids, injury, and tissue discharges. The person responsible for the cleanup must always wear disposable gloves.
  - c. Blood contaminated material must be double bagged and disposed in a securely tied plastic bag, and out of reach of children.
4. First Aid Kit. A first aid kit must be in every activity room in YP and include materials for the emergency cleansing and protection of wounds, including bandages, dressing, and tweezers and must comply with References (b) and (c).
  - a. The Coast Guard Clinic must specify content of the first aid kit and provide training in the use of the first aid items as necessary.
  - b. Contents of first aid kits must be inspected monthly by management personnel and replenished as necessary.



**O. Emergency Preparedness Plan.**

1. Emergency Plan. YP Sites must have an emergency plan to address evacuation, shelter-in-place, lockdowns, natural disasters, and other known situations specific to the locality. Develop a plan with installation agencies. The plan must include:
  - a. An Emergency Preparedness Plan binder for all staff and volunteers to review and be accountable for the processes that must be conducted upon the occurrence of an emergency.
  - b. A process for mass notification. To include notification of local authorities, base officials, and parents.
  - c. Facility containment procedures (e.g., closing of fire doors or other barriers, compartmentalization, turning off closed circuit television).
  - d. Access procedures for personnel. Securing essential documents (e.g., sign-in sheets, emergency contact information).
  - e. Procedure for securing building and rooms. Facility evacuation plan to include identification of assembly points, accountability procedures, primary and secondary means of egress, and complete evacuation of the facility.
  - f. Retrieval of first aid kits and medication.
  - g. Shelter in place to include identification of indoor assembly points, accountability procedures, primary and secondary means of access and egress.
  - h. Use of closed-circuit television based on the nature of the emergency.
  - i. Emergency procedures during field trips and camps.

**P. Evacuation or Shelter in Place Plans.**

1. Drills. Conduct monthly evacuation drills in all programs. Conduct drills at different times during the month. Conduct two shelter-in-place drills annually. Conduct evacuation drills during the first week of the school year and first week of summer programs. A fire inspector or trained program manager must conduct evacuation drills in accordance with the First Inspection Guide.
2. Evacuation Protocols. Post an evacuation map with designated emergency exits and written emergency instructions in activity rooms by the exit door, front lobby, and administrative offices. Management staff should check activity areas to ensure all children or youth are not left in the facility when children or youth are evacuating.
3. Participation. Everyone on site participates in evacuations or shelter in place drills. No children or youth are permitted to be signed out of the program during the drill. Accountability of all children or youth is accomplished within a few minutes of

evacuating.

#### **Q. Room Staffing.**

1. Staff Ratio. Staff-to-child ratios must always be maintained in accordance with this Instruction. The YP will ensure adequate supervision by staff, contractors, and adult volunteers is always maintained, based on the type of program or activity offered. Adult to youth supervision ratios will be in accordance with Table 1 as contained in Appendix F.
2. Supervision. Management staff or a designated alternate must be on duty during all hours of program operation. Staff-to-child ratios must always be maintained. Staff must not be counted in the ratios while performing other duties and not in attendance with the children. A minimum of one adult must be present within YP during operating hours (while maintaining staff-to-child ratios), regardless of the number of youth present. Youth must never be left alone. Direct care staff must be relieved for breaks on a regularly scheduled basis. Staffing patterns must be arranged to ensure minimal changes in personnel during lunch breaks.
3. Lodging and Staffing. YP will offer a range of age-appropriate positive activities that may take place on or off installation that include multiple travel modes and could involve overnight stays. In any instance of travel where a Staff and/or Chaperone accompany youth, separate lodging must be arranged. The YP professional and/or chaperone (unless a parent) shall not share lodging with youth. Rooms should be located near one another but not adjoining.
4. Risk Management. Different levels of supervision will be provided according to the type, complexity, and the levels of risk associated with the activities and the ages, abilities, and needs of the youth. Enforcement of ratios and group sizes based on risk ensures the adequate supervision of youth and minimizes liability.
5. Safety. At least one individual fully trained and current in Cardiopulmonary Resuscitation (CPR) must be in each room during operating hours.
6. Volunteers are not Staff. Volunteers 18 years of age or older may be used to supplement the paid staff but are not counted in staff-to-child ratios. YP volunteers, including parents, working directly, either individually or in small groups, must be cleared to participate, sign into events, and always be in the line of sight of a Youth Program employee, never alone with any youth.

#### **R. Food Service.**

1. Food Preparation Limitations. YP shall not prepare any meals and snacks. Any meals or snack provided should be limited to the prepackaged variety. Anything provided by a YP must comply with the United States Department of Agriculture (USDA) Child Care Food Program (CCFP) menu components and quantities. YP may require parents to provide meal, snack, and milk substitutions for medical accommodations or parent preferences. Parents should be alerted of and advised to avoid any known allergens in foods brought

into the YP setting.

2. Food Safety. Parents will notify YP, in writing, of any food restrictions or potentially life-threatening allergies prior to the first day of attendance (e.g., peanuts/peanut-based products, etc.). YP Director will inform incoming staff of these requirements before they may interact with the youth. Individual children's food allergies should be posted prominently in the classroom where staff can view them and/or wherever food is served.
3. Potable Water Availability. Fresh potable drinking water must be made available throughout the day to all youth (indoor and out).

#### **S. Liability.**

1. Liability. For APF liability issues, the government is a self-insurer. For Non-Appropriated Funds (NAF), the CSC has commercial liability insurance. However, individual employees may be held personally liable for their actions under certain conditions.
  - a. Certain employees are authorized to participate in the Coast Guard Professional Liability Insurance Reimbursement (PLIR) Policy as per Reference (j). NAF employees are not authorized participation in this program. The CSC should be consulted regarding insurance options for NAF employees.
  - b. For claims arising from the negligent actions of YP employees, the following Commands should be consulted: (1) For APF employees the claim should be directed to the Legal Service Command (LSC); and (2) for NAF employees, the claim should be directed to the CSC.
2. General. In accordance with Reference (g), NAF employees are covered under the Longshore and Harbor Workers' Compensation Act. Commands must report NAF employee job related accidents or injuries to the CSC as soon as possible, but no later than three days after the incident.

#### **T. Transportation.**

1. Transportation Policy. The following applies to the YP.
  - a. YP employees and YP volunteers must not use private vehicles to transport youth for YP-sponsored activities.
  - b. YP must comply with the federal motor vehicle safety standards or vehicles that transport children or youth. Staff must keep vehicles clean and free of obstructions.
  - c. YP employees may be subject to review of driving records annually for staff that drive government vehicles to transport children or youth, conducted by an authority external to the YP based on the chain of command. Documentation is kept on file.
  - d. Ensure a vehicle rated fire extinguisher and first aid kit is kept in all government

vehicles used to transport children or youth. Annually check expiration dates of fire extinguishers and first aid kits.

- e. No one under the influence of alcohol, illegal drugs, prescription drugs impacting motor skills or judgment, or other uncontrolled medical conditions may transport children or youth.
- f. No one may use a cell phone while driving a vehicle transporting children or youth.
- g. No tobacco products to include smoking, dipping, or vaping, which is inhaling and exhaling vapor containing nicotine and flavoring, are allowed while driving a vehicle transporting children or youth.
- h. Use protective devices (e.g., seat belts, child safety seats and boosters), as needed and as required by state law, when transporting children or youth.

#### **U. Youth Program Off-installation Field Trips.**

1. Field Trips. YP will establish a system for approving field trips to ensure the safety of all participants. anti-terrorism force protection (ATFP), health, and safety should be considered before, during, and after the trip.
2. Permission Forms. Parents must sign individual permission forms for each off-base field trip and all overnight field trips and receive pre-determined emergency action plan information.
3. Government Vehicles. Prior to using government vehicles for transportation of children: provide program manager with driver's name, passenger's names, departure and arrival time, and destination prior to departing with children or youth. Have emergency plans in place for parent notification. YP site Government Vehicle Manager will maintain these records. Also see Paragraph 1.T on Transportation in this Instruction.
4. Staffing Ratio. When youth are transported off the installation, a minimum of two adults are in the vehicles. When transporting youth on the installation and two or more vehicles are used, vehicles may travel in tandem with one adult in each vehicle. Vehicles shall travel simultaneously within a safe distance of each other.

#### **V. Outdoor Play Environments.**

1. Environments. Outdoor play spaces must be designed and equipped for youth served. Outdoor play areas must meet the standards outlined in References (e) and (f) or they may not be used. Surfaces under playground equipment will be a type that will minimize injuries from falls. Surfaces adjacent to or beneath stationary play equipment must be covered with a resilient molded rubber mat safety surface meeting impact attenuation requirement, as outlined in Reference (f) which is retrievable from [www.cpsc.gov/](http://www.cpsc.gov/).
2. Staff Visibility. The outdoor play area must be arranged so that the staff has full visibility on all areas and children can be easily supervised. The outdoor play area must be

arranged to allow a YP staff member responsible for the group to be able to summon another adult without leaving the group alone or unsupervised.

3. Storage. Outdoor storage space located in each play area must be provided to store outdoor play equipment. Storage will be configured and sized to accommodate water materials, sports, and playground equipment.
4. Storage Space. Outdoor storage space must have installed window/vision panels.
5. Water Access. Outdoor play areas must have access to an outdoor water source.
6. Shaded Areas. Sheltered areas will be provided for protection from the sun in the absence of shade trees.

#### **W. Use of Closed-Circuit Television (CCTV).**

1. CCTV. All YP must be equipped with Closed-Circuit Television (CCTV) to monitor the facility entrance, the classrooms, the interior common areas, and the playground. Security of the CCTV is maintained by the YP Director through location in a locked, restricted-access room.
2. Purpose. The primary purpose of a CCTV system in a Youth Center is to serve as a significant child abuse deterrent and prevention mechanism. Video recording can protect staff from false allegations of child abuse and can be used as a training tool for Youth Programs management to observe behaviors of both staff and youth for future training and development purposes.

#### **X. Program Awareness.**

1. Program Promotion. The YP Director will develop a plan to promote and publicize the programs offered. Command, Staff, Service members, and their families must be made aware of services offered and the location of YP facilities and administrative offices. The YP Director must coordinate with the base public affairs officer and the HSWL Regional Practice office to fully use information channels (e.g., base newsletters, command bulletins or information letters, Ombudsman Registry). Signs publicizing YP should be posted at conspicuous places such as the base housing office, base RP Coast Guard clinic bulletin boards, exchanges, etc.

## CHAPTER 2. ROLES AND RESPONSIBILITIES

### A. Roles and Responsibilities of the YP.

1. Assistant Commandant for Military Personnel, Commandant (CG-1M). Commandant, (CG-1M) is responsible for policy impacting military personnel and may direct policy changes and related promulgation for this Instruction.
2. Personnel Service Center (PSC). The Personnel Service Center (PSC) provides funding for approved YP services. PSC supports the initiation of collaborative efforts between Coast Guard unit commands and the Department of Defense (DOD) and with other federal, state, and local agencies, both public and private, to ensure maximum awareness of YP and resources available for the Coast Guard family.
3. Community Services Command (CSC) Commanding Officer (CO). Oversee program policy and management. Review and approve waiver requests to this Instruction. Ensures a routine analysis of YP is conducted, reviews results, initiates ongoing improvements.
4. Community Services Command (CSC), Morale, Welfare, and Recreation (MWR) Program Manager. This role is a program management role. Functions include, but are not limited to the following:
  - a. Develop policy and provide programmatic oversight of YP and activities.
  - b. Provide coordination of YP service enterprise wide.
  - c. Develops and manages budget and provide strategic oversight of resources.
  - d. Set program quality assurance priorities and participate in a site visit every three years.
  - e. Provide direct technical guidance to field unit Morale, Well-being, and Recreation (MWR) staff relevant to YP.
  - f. Conduct an annual program review to assess resource needs. Prepare resource proposals for personnel, services, and technology, as needed.
  - g. Represent Coast Guard interests in meetings and contacts with military, national, federal, and state agencies, and organizations.
  - h. Provide subject matter expertise guidance on all proposed YP construction/renovation projects. Review needs assessments, Business Case Analysis (BCA) and plans for new YP construction.
  - i. Ensure program background check requirements are in accordance with this Instruction for individuals who have contact with children.

5. Office of Civilian Human Resources (CG-1C1) and Community Services Command (CSC) Human Resources. Act as final adjudicator for YP personnel background checks. Must notify unit of any result of a derogatory finding, address the finding, and notify the PSC and CSC of the results.
6. Unit COs/OICs sponsoring Youth Programs (YP).
  - a. Provide management and operational supervision of all YP and activities within the command's areas of responsibility (AOR).
  - b. Ensure appropriate facilities, funding levels, and manpower to maintain compliance with this Instruction, related ALCOASTs, and requirements for youth development programs.
  - c. Ensure appropriate fee levels are established to support and sustain operations of Category B YP.
  - d. Oversee all inspection requirements.
  - e. Ensure qualified personnel are authorized to provide effective YP and services. Work with the CSC proponent in support of implementing and monitoring YP operations.
  - f. Ensure the development of local YP policies and SOPs that are consistent with this Instruction, related message traffic, and other applicable guidance.
  - g. Ensure that YP and services have local support, such as safety, fire, medical, financial management, facility engineers, security, and housing.
  - h. Ensure that YP personnel receive training as required per this Instruction and local policies.
7. Youth Program Director. The Youth Program Director is generally a supervisory role, and this will be reflected in the position description. If the Director is non-supervisory or lead manager only, then the duties below which are supervisory are responsibilities for the appropriate member of the chain of command at the unit.
  - a. Operate YP to maintain compliance with this Instruction and related Coast Guard directives and messages.
  - b. Manage the daily operations of YP including indoor and outdoor facilities to meet fire, safety and health requirements and provide supervision. YP Directors will also ensure maintenance of facility and accountability of staff is maintained to protect children while in care.
  - c. Manage appropriated fund (APF) and non-appropriated fund (NAF) resources and maximize resources to the greatest extent possible. Advocate for additional resources when necessary.

- d. Supervise, mentor, and coach personnel and volunteers. Provide oversight of contracted services.
- e. Conduct orientation for personnel, parents, contractors, and volunteers and disseminate operational guidance.
- f. Report all incidents, accidents, or otherwise unusual behaviors involving youth attending the center up the local chain of command and to the parents/legal guardian. Examples of incidents include injuries, poor or noticeable changed observed behavior or other indicators, sickness, and other notable incidents. The YP staff should lean towards providing more information instead of less as the standard goal.
- g. Supervise both APF and NAF staff members in accordance with current policies.
- h. Notify agencies when background check paperwork is incomplete for personnel, specified volunteers, and contractors. Maintain a listing of background checks, dates of completion, and monitor update requirements, notify appropriate human resources or security POC when updates are due, or should be reviewed.
- i. Establish, revise, and implement local SOPs including, at a minimum: YP philosophy and mission statement; hours of operation; admission and registration procedures; field trip procedures; disenrollment and parent appeal procedures; fees and service charges; holiday and weather closing; financial management and bookkeeping practices; youth discipline policies; medical and health requirements; shelter-in-place; staff dress code; emergency procedures; acceptance of youth with special needs; fire prevention; evacuation procedures; staff professional development; and child abuse and neglect.
- j. Provide for the health and safety of the youth entrusted to YP; apply best health and safety practices.
- k. Prepare an annual APF and NAF budget for the unit commander's approval. Develop an annual business plan and update it on a regular basis. Project enrollment, staff salaries, staff benefits, and tuition increases. Understand local, state, federal, and national trends and how they may affect YP. Survey local YP for comparisons of fee rates, staff salaries, benefits, and program offerings.
- l. Establish and maintain YP financial viability by using sound business practices. Monitor and keep financial records, analyze revenues and expenses, and determine possible shortfalls or surpluses. Make decisions to ensure YP short-and long-term financial stability.
- m. Establish, maintain, and update youth's files annually to include health records, contact information, etc.
- n. Establish and maintain appropriate staff records, which include proof of employee orientation, education, mandatory training records, medical verification, and record of background checks, performance plan/standards, counseling sessions, and



- acknowledgement of receipt of YP discipline policy and child abuse and neglect reporting procedures.
- o. Ensure implementation of developmentally appropriate activities and curriculum for the youth, including goals, objectives, and assessment tools.
  - p. Develop, coordinate, and implement an on-going staff training program to meet Coast Guard mandated training requirements.
  - q. Provide direct care staff members with smocks or shirts that make them easily identifiable to parents and visitors.
  - r. Develop a contingency plan to close YP in case of extreme weather conditions, plumbing problems, terrorist threat or attack, or other emergencies.
  - s. Advise the unit CO/OIC, via the chain of command, of significant YP events, accomplishments, and needs.
  - t. Report within 24 hours all known allegations, suspicions, and substantiated incidents of child abuse or neglect in accordance with local laws to the local Child Protective Services, designated Family Advocacy Specialist (FAS), HSWL Service Center, and CSC MWR Director.
  - u. Report within 24 hours all accidents and incidents that required medical treatment or transportation to medical facility to HSWL SC, and CSC.
  - v. Submit all required reports per most current SOP (for example, utilization, and enrollment) to CSC within five days after the previous month.
  - w. Report within 12 hours all known communicable diseases to HSWL Service Center and CSC.
  - x. Ensure YP make reasonable accommodations for children with special needs, based on the resources available. If YP cannot accommodate the special needs of a child, staff will recommend available options for the child.
  - y. Provide all staff members and families with approved guidance and/or resources on minimizing the risk of child abuse and neglect.
  - z. Ensure that all staff members receive child abuse prevention and reporting training during the employment orientation, and annually thereafter.
  - aa. Ensure that there is an established and posted contact list for parents and staff whenever the Director is not at YP. Ensure the person acting in the Director's absence understands his/her role and responsibilities, and is trained to respond to emergencies, and may address any parent, staff, child, or building concerns.

8. Youth Program Staff.
  - a. Complete and maintain training as required.
  - b. Develop, coordinate, and implement developmentally appropriate activities and curriculum, including goals, objectives, and assessment tools.
  - c. Maintain appropriate staff to child ratios during programming. Ensure youth are supervised.
  - d. Apply best health and safety practices for the youth entrusted to YPs.
  - e. Coach and mentor volunteers are never to be left alone with children.
9. Youth Program Volunteers. Volunteers may contribute to the YP; however, YP volunteers are limited in their capacity to serve as a volunteer. YP staff and volunteers must ensure there is a written agreement that must include the following:
  - a. Volunteers in YP delivery systems are considered people providing gratuitous service. Gratuitous services are those services accepted by YP for which the person donating such services receives no present or future salary, wages or related benefits or promises from the Federal government, and therefore from the program for which they are volunteering. YP volunteers, as providers of gratuitous services, must execute the appropriate written agreement provided by the local Command. They will not be counted in the staff to child ratios nor left alone with children.
  - b. Examples of authorized volunteer duties include administrative duties; advisory and support group membership; participation in program planning and evaluation; development of child activity and staff resource materials when working under the direction of or in partnership with YP employees.
  - c. Volunteers may be used to augment, but not substitute for, YP caregiving employees in child activities and YP management personnel for program enrichment purposes when duties are supervised by qualified YP management personnel and ratios are met by YP caregiving employees.
  - d. YP volunteers may not serve as final program planning or policy setting authority.
  - e. Regularly scheduled YP volunteers who work in YP must meet YP employee criteria in staff health requirements, training requirements as applicable, background screening requirements, and locally determined health requirements.
  - f. YP coordinator may waive the age requirement for individuals under 18 who are volunteering under the auspices of a Coast Guard base program or a school or civic organization (e.g., scouting). All requirements for volunteers still apply as outlined for every volunteer in this Instruction.

- g. YP volunteers, including parents, working directly, either individually or in small groups, only on an occasional basis, (e.g., holiday celebrations and field trips) are not subject to staff health requirements, training requirements or background screening requirements or General Services Administration (GSA) but will be required to sign into the event and must always be in the line of sight of a Coast Guard YP employee; never alone with any youth.
- h. New YP volunteers will be assigned to work with experienced YP personnel.

## CHAPTER 3. YOUTH PROGRAM DEVELOPMENT CURRICULUM

### A. Program Youth Development Curriculum.

1. Purpose. The purpose of this chapter is to provide opportunities for positive youth development through quality YP and resources. YP must implement youth development that meets the guidelines established by this Instruction.
2. Not Included. Religious materials or activities specifically designed in curricula to teach or promote religious doctrine are not permitted as part of the YP curriculum.
3. Developmentally Appropriate. Standard youth development curriculum must be developmentally appropriate for all ages served, meet the needs of individual youth, and offer learning opportunities that reflect the Coast Guard's philosophy, mission statement, and goals. Age-appropriate activities, which promote the positive development of the youth, must be planned, and provided. All staff must:
  - a. Be familiar with program affiliation agreements, such as the Memorandum of Agreement with the Boys & Girls Clubs of America and the Coast Guard.
  - b. Provide opportunities for positive social interaction, effective life skills building and communications experience, and role modeling between children and staff.
  - c. As needed, conduct meaningful observations that assess the skills and developmental accomplishments of the youth to assist with program planning. Integrate information gathered by assessment and observations into curriculum plans.
  - d. Post and follow the current activity plan, with allowances for teachable moments and other valuable learning opportunities that may present themselves during an activity.
  - e. Provide youth with realistic learning opportunities, and experiences that last if the youths' interest is sustained in the project.
  - f. Draw on staff knowledge of the developmental domains of youth to create experiences that engage them in purposeful and meaningful processes related to the curriculum.
4. Varied Activities. YP developmental program must include individual, small, and large group experiences that are both staff and youth/child initiated. Programs must include a variety of activities based on the youths' interests and ability including:
  - a. A positive emotional climate as reflected in behaviors such as frequent social conversations, joint laughter, and positive reinforcement.
  - b. Opportunities for youth to share ideas and use their ideas to plan new learning experiences.
  - c. Opportunities to develop effective communication skills.

- d. Opportunities and experiences that foster self-esteem and allow youth to develop independence and feelings of self-worth.
  - e. Opportunities to explore scientific inquiry and expand knowledge.
  - f. Opportunities for social and emotional development to include self-regulation skills.
  - g. Opportunities for youth to think, reason, question, research, experiment, and analyze.
  - h. Routines that encourage sound health, safety, and nutritional practices.
  - i. Activities that reflect the spirit of diversity.
  - j. Continuity and flexibility to meet the needs of children, both individually and in groups.
  - k. Are encouraged to provide an opportunity to spend a portion of the day outdoors with a variety of age-appropriate materials and equipment.
  - l. Occasional and limited use of developmentally pre-screened, pre-approved and appropriate programming via passive media, such as television, videotapes, or audiotapes, or approved streaming programming if available at the unit command.
  - m. Planned field trips to provide new learning experiences. Each YP must establish a local field trip policy to address safety and transportation procedures for field trips organized by YP.
5. Independence Focus. A YP environment must be equipped with developmentally appropriate materials that compliment and support the curriculum. This environment should be planned in such a way as to give every youth an opportunity to develop independence. Each YP space must provide:
- a. Space for materials, personal belongings, and any other self-help equipment that is appropriate to youth development. Interest areas and shelves must be arranged to help youth in developing independence.
  - b. Furnishings that are appropriate to the size and activities of the youth in the group and are safe and easily sanitized.
  - c. A variety of developmentally appropriate materials for indoor and outdoor use and enough equipment to support interest areas.
  - d. Environments that allow clear line of sight supervision to and from all areas in which youth receive care.
6. YP Staff Oversight. All YP personnel assigned to children/youth activities must:
- a. Supervise youth at all times.

- b. Design and adapt the environment to provide youth opportunities to select their own activities.
  - c. Provide opportunities to include family's interests and skills into the program such as volunteering, conferences, and special events.
  - d. Prepare an environment that always protects youth health and safety.
7. Assessments. Assessment procedures must include:
- a. Routinely reflect successes and/or challenges of the program.
  - b. A written plan that describes the purpose, values, and uses of the assessment plan.
  - c. Ongoing opportunities to include input from parents and for family involvement.

## CHAPTER 4. QUALITY WORKFORCE PERSONNEL MANAGEMENT

### A. Quality Workforce Personnel.

1. YP Personnel Management and Oversight. YP must be staffed with professionally qualified and screened personnel who meet the standards below.
2. YP Director. Performs a variety of duties in support of the Youth Services program for Morale, Well-Being, and Recreation (MWR). Responsible for youth activities/events of the facility Club as well as assisting in the management/upkeep of the facility. Must have at least two years' experience working with youth as a YP Staff or similar setting.
3. Youth Center Staff Positions. All direct care staff must be at least 18 years old; speak, read, and write English well enough to understand directions and written instructions; and hold a high school diploma or equivalent certificate. Youth Center Staff will be selected on their ability to work with groups of children and their understanding of children's needs. All staff must be in good overall physical and mental health, including the ability to lift 40 pounds. This requirement should be reflected within the staff members position description. NAF personnel management policies are contained in References (g) and (h). APF personnel policies are contained in Reference (i).
4. Volunteers. Volunteers serve under the authority of 10 U.S.C. § 1588, Authority to Accept Certain Voluntary Services. For the YP, volunteers may supplement employees (paid staff) but must not be counted in staff/child ratios. YP volunteers must not be used in any capacity for which others are or may be paid. They must not be left alone with children. Volunteers must be screened according to the background check guidelines required in Chapter 5 of this Instruction. In each case, the volunteer must sign a Memorandum of Understanding for Volunteer Service, Form CG-5487. See Appendix C. titled Clearance for Positions Involving Regular Contact With Children, for additional clearance details and requirements. Note, all volunteers must be at least 18 years of age. All volunteers must show proof of a negative Tuberculosis (TB) test taken within the last 12 months.

### B. Direct Care Staff Identification.

1. Direct care staff members must be easily identifiable to parents and visitors by wearing shirts that indicate they are YP staff members. Picture ID badge systems are required for all staff including management, administrative, direct care, and support staff.
2. A volunteer should be given a name tag for identification while volunteering, so that both patrons including youth do not confuse staff with volunteers, or non-volunteers (parents/caregivers) who have not had background checks.

### C. Off-Duty Staff.

1. YP staff providing care or any services for YP enrolled children after duty hours do so as private individuals and outside of their scope of responsibilities as YP employees. They are not covered by the Federal Government's liability protection. Staff providing care in other facilities, outside of their work hours and while off-duty, must clearly delineate

Coast Guard YP services from their private services. Staff may not represent their off-duty services as Coast Guard YP services.

2. Staff must never use YP uniforms, nametags, etc. to infer an affiliation with their private services.

#### **D. Staff Medical Evaluations.**

1. Each staff member must undergo a pre-employment evaluation including a general physical examination and a TB test and must be current with all immunizations. Required immunizations are based on immunizations recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention. Female staff with childbearing potential and who do not already possess documented immunity to Rubella must be screened with a Rubella Antibody Titer and if not pregnant, must be immunized as needed. Medical screenings must be repeated every two years.
2. An immunization exemption may be granted for medical or non-medical (for example, religious) reasons. The preservation of public health and safety remains the primary factor in decisions to grant or deny a waiver. Staff members with approved medical or non-medical waivers will be provided reasonable accommodation if it does not cause undue hardship to the Coast Guard.
  - a. Medical Waiver Requests. The health consultant or safety officer may approve medical waiver requests if the appointed medical personnel are certified as a preventive medicine physician, occupational medicine physician, or Coast Guard Public Health professional. If there is no health consultant or safety officer, or if the appointed personnel are not qualified medical professionals, as described above, approval may be granted by the appropriate clinical public health staff at the Regional Health Command. Report all approved medical waiver requests to CSC MWR Director monthly.
  - b. Non-Medical Waiver Requests. The health consultant, safety officer, or appointed medical personnel is the approval authority; no interim approval is authorized. The health consultant, safety officer, or appointed medical personnel will consult with CSC MWR Director before acting on non-medical waiver requests.
3. Employee examinations should be performed at a Coast Guard Clinic if the employee lives or works (including worksite location) within 50 miles of the clinic.
4. All required laboratory tests, chest X-rays, and immunizations must be obtained from civilian sources. The associated medical expenses for a medical examination, medical testing, and immunizations performed outside of a Coast Guard Clinic will be paid by the Coast Guard if individually preauthorized.



**E. Staff Wellness.**

1. YP staff must remain in good physical health based on current health standards to continue working in Coast Guard YP. Coordinate with HR in the event a staff member has a serious illness or injury. YP staff who are ill will not be permitted to work. Reference (p) section 3.6.1 should be consulted for staff inclusion/exclusion due to illness.
2. Personnel policies require documentation for certain absences from the workplace. As required, the supervisor should request a signed statement from a medical provider confirming the necessity for the absence and/or to determine when it is safe for the employee to return to work. When there is an employee with a communicable disease that is being considered for termination, a communicable disease risk assessment (a risk analysis of communicability) will be conducted by Preventive Medicine when considering personnel action. The risk assessment will consider how the disease is transmitted, the duration of the risk, the severity of the risk, and the probability of the transmission of the disease-causing harm. Consideration must be given to providing reasonable accommodation for this condition, if possible. Consultation with HR, Legal officers, and Preventive Medicine may be prudent before a decision to terminate is finalized.
3. Temporary inability to meet these standards must be medically documented. Permanent inability to meet these standards with direct care staff will be coordinated through HR to follow process for official reassignment/dismissal/medical retirement.

**F. Child Abuse Prevention.**

1. Informed. Parents must be informed, in writing, of child abuse prevention, identification, and reporting requirements in accordance with this Instruction.
2. Prevention. It is Coast Guard policy to provide comprehensive measures and practices in the prevention of child abuse in all YP. Parents must be informed of child abuse prevention, identification, and reporting requirements. The YP Director will routinely collaborate with the servicing FAS regarding child abuse prevention, identification, and reporting. The FAS will provide routine access to YP to observe and provide feedback aimed at improving prevention efforts.
3. Hotline. YP must post the phone number for the National Child Abuse Hotline (1-800-4-A-CHILD or (1-800-422-4453) in an easily accessible location, such as the entry to YP, each room or activity space.
4. Lighting. All YP lighting must remain sufficient for unhindered sight (of all youth and staff) during YP operating hours, to include storage closets, laundry rooms, janitorial closets, and any other confined space.
5. Vision Panels. Vision panels must be installed in doors to storage rooms, laundry rooms, corridor walls, rooms without direct corridor access, administration area, janitor closets, and any area that is accessible to adults or children.

## G. Child Abuse Reporting.

1. Reporting Training. It is Coast Guard policy to provide comprehensive programs and training to minimize the risk of child abuse and promote early identification and reporting of cases of suspected child abuse and/or neglect. All YP staff members are mandated reporters of child abuse and neglect. Coast Guard policies authorize YP personnel to report instances of suspected child abuse or neglect to the local Child Protective Services (CPS). Youth Program staff members should not interfere in any way with the child abuse investigations conducted by local agencies. Depending on the location, parents do not have to give permission for a child to be interviewed by a CPS representative. Consult local guidelines prior to any discussion through the SLO. Parents must be informed of child abuse prevention, identification, and reporting requirements.
2. Reporting Procedures. Per the Family Advocacy Program (FAP), COMDTINST 1752.1 (series) as Reference. If the suspected perpetrator is a YP staff member, the YP Director must notify and advise parent(s). and follow Coast Guard child abuse and neglect reporting protocol outlined below. Report all reasonable suspicions including allegations immediately, but no later than 24 hours to the following:
  - a. Local CPS (follow local reporting protocol).
  - b. Servicing FAP.
  - c. Command responsible for providing the youth program.
  - d. CSC.
3. If the suspected perpetrator is a parent, do not notify parent(s) and report the allegation to the following:
  - a. Local CPS (follow local reporting protocol).
  - b. Servicing FAP (verbal notification).
  - c. Local command (in writing).
  - d. CSC.
4. If the suspected perpetrator is a parent or guardian (or other serving in parent role), it will be the responsibility of the authorized agency (CPS) to notify the parent, guardian, or other of investigation process/details.
5. If the suspected perpetrator is another child, YP Director must notify both parents immediately and report the incident to the following:
  - a. Local CPS (follow local reporting protocol).
  - b. Servicing FAP (verbal notification).
  - c. Local command (in writing).

d. CSC in writing via the Accident and Incident Reporting Form.

#### **H. Child Abuse and Neglect Allegations Against Youth Programs (YP) Personnel.**

1. YP personnel are required by law and Coast Guard policy to report suspected child abuse and neglect.
2. If a staff member is accused of child abuse, they must be immediately removed from direct contact with children until the allegations are investigated by the local CPS agency, or the equivalent agency with jurisdiction and the appropriate Coast Guard authority.
3. Intermittent or on-call employees accused of abuse must not be scheduled to work until the investigation is complete. If the investigating body substantiates the allegations, termination procedures must be immediately initiated. The cognizant civilian personnel office will determine the most appropriate administrative action to be taken when an allegation of child abuse has been made.
4. CGIS, the servicing legal office, the HSWL SC, the Assistant Commandant(s) responsible for YP, CSC Human Resources, and the CG Civilian personnel office must be advised prior to notifying the employee of termination. The staff member may be eligible for Department of Justice representation.
5. YP Director, via the chain of command, must inform the parents in writing of any alleged or confirmed incidents of abuse that may have impacted children in YP.
6. Any video surveillance system recordings or other evidence which may be relevant to the investigation must be preserved until the investigation is complete and the SLO has determined that retention is no longer necessary.
7. All documentation on the incident/allegation must be maintained in accordance with Coast Guard records retention requirement standards. If a copy on an investigation is requested by a parent or legal guardian, the unit should consult the SLO for a recommendation on next steps.

#### **I. Safeguarding Information.**

1. It is Coast Guard policy to ensure that the information collected through enrollment and program participation is handled consistent with DHS and Coast Guard privacy and security policies.
2. The YP Director is required to limit the dissemination of information of youth enrolled in the program to only those with a need to know within the agency. Typically, need to know means the information is used and shared if there is a direct need related to protect the care, health, and safety of the children in care. Written informed consent from the parent must be received prior to releasing any information or photographs to a third party unless an exception to the Privacy Act permits sharing without consent.

**J. Youth Programs (YP) Background Checks.**

1. All existing, newly hired personnel and volunteers working in YP, which includes Youth Sports, must undergo a criminal history background check that consists of a fingerprint check and a check of state criminal history repositories, including personal, professional, and educational references.
2. Commands must ensure that all newly hired employees' background checks are initiated by Commandant (CG-1C1) for GS employees, and CSC Human Resources office for NAF employees prior to their onboarding. Results of the background check that are free of derogatory information must be received (in writing) before an employee is scheduled to work at the facility. An e-QIP for all new employees must be submitted to the Coast Guard Security Center (SECCEN) prior to employees' reporting to work.
3. YP Director must process all necessary background check documents in accordance with the CSC, Commandant (CG-1C1), and SECCEN requirements.
4. YP Selecting Official for new employees must conduct a minimum of two (2) written, personal, professional, or educational reference checks on employee candidates prior to employment.
5. Newly hired YP employees may not begin unsupervised care of youth until the results of a pre-appointment background check (FBI fingerprint adjudication) have been completed, processed, and cleared.
6. YP employees waiting for the completion of SECCEN's Tier 1 check (see Appendix C. for details), and a pre-appointment background check may perform their duties after an e-QIP has been submitted to SECCEN and they are under the direct sight and supervision of an individual who has a valid Tier 1 check. There must be at least one employee with a valid Tier 1 clearance present in every group of children.
7. YP applicants must be informed that credible and confirmed derogatory information resulting from the background check may result in removal from their position.
8. In cases where SECCEN identifies a newly hired or current YP employee applicant with credible derogatory information affecting his/her suitability for employment as a YP employee, the individual will be immediately removed from duties involving the care of youth and informed to cease caring for youth. Derogatory information could include any criminal conduct or history of child abuse, illegal drugs or other conduct that raises doubt on the individual's fitness to have responsibility for the safety and well-being of youth, or the management of Coast Guard funds.
9. Background checks with credible derogatory information will be adjudicated by the responsible Coast Guard office. The responsible Coast Guard offices for suitability adjudications is Commandant (CG-1C1) for Appropriated Fund employees, and CSC Human Resources office for Non-Appropriated Fund employees. SECCEN is the responsible office for national security adjudications. Although Commandant (CG-1C1) for APF employees and CSC Human Resources for NAF employees are the final adjudicator for suitability investigations (e.g., Tier 1/NAI), SECCEN provides support

for the intake/pre-investigation, scoping, and initial adjudication logistics. YP employees require background checks suitability adjudications.

10. Former Federal employees with a break in service more than 24 months must have a new Tier 1 Check.
11. Tier 1 checks will be repeated every five years for all YP employees.
12. Volunteers may not begin assisting in YP or Youth Sports until the results of a pre-appointment background check (FBI fingerprint adjudication) have been completed, processed, and cleared for involvement.

## CHAPTER 5. YOUTH SPONSORSHIP PROGRAM

### A. Youth Sponsorship Program.

1. Youth Sponsorship Program. The Coast Guard Youth Sponsorship Program provides outreach, connections, and information regarding programs and services available on the installation and in the surrounding community. Each YP unit command site location will develop a youth sponsorship program. The purpose of this chapter is to provide directions in reference to Coast Guard Youth Sponsorship Program.
2. Supporting Youth during Permanent Change of Station (PCS). Pursuant to 14 U.S.C § 2905, Youth Sponsorship Initiatives, the Coast Guard YP will deliver a Youth Sponsorship Program to facilitate the integration of dependent children of military families into new surroundings when moving to that military installation because of a parent's PCS. This program provides knowledge and social opportunities to support youth during PCS transfers and helps them address the challenges they face in moving to a new school and community. The Youth Sponsorship Program provides opportunities for youth to become involved in their new school or community through outreach, transition, social and positive peer group support. The program is for youth aged 5 and enrolled in kindergarten through age 18, if enrolled in high school.

### B. Teenage Youth Sponsors.

1. Teen Sponsors. Teenage youth who are registered within YP, have participated in Youth Programs for at least 6 months, display good character, maintain moral and ethical conduct, and maintain a high school GPA of 2.0 or higher can volunteer as youth sponsors. Teenagers in middle school need to be passing all courses with at least a "C" grade. The following are guidelines for teenage youth sponsors.
  - a. Complete the sponsorship application and attend orientation and training (with a parent).
  - b. Write a letter via email or through social networks to introduce themselves and welcome new youth and responding to questions and inquiries. Preferences on social media usage may be discussed with the new youth's parents before a sponsor reaches out in this capacity. Introduce the newcomer to other groups and activities or friends at your school and with the teen center.
  - c. Attend at least 2 special events/base functions with the new youth.
  - d. Attend the Youth Teen Center for approximately 3-hours per week, and at least 15 hours total per month for 3 months with your newcomer within the first 3 months of their arrival or program enrollment.
  - e. Document all of hours while volunteering as a youth sponsor and submit to the YP POC.
  - f. Assist in the planning and coordination of sponsorship events.

## **CHAPTER 6. YOUTH SPORTS LEAGUES**

### **A. Coast Guard Youth Sports Leagues.**

1. Coast Guard Youth Sports League(s). Youth sports leagues are classified as category B MWR activities.
2. Fees. As a category B MWR activity, youth sports leagues are usually charged for participation. Note: these activities are not expected to sustain themselves solely on the fees charged; therefore, youth sports are typically funded with both APF and NAF including grants from local and state governments and gifts.

### **B. Personnel Background Checks.**

1. All personnel, both paid and volunteer, including referees and coaches, must be screened according to the background check guidelines established for/by the Coast Guard for the respective category of personnel or volunteer.
2. Individuals may not commence assisting in Youth Sports until the results of a pre-appointment background check (FBI fingerprint adjudication) have been completed, processed, and cleared for involvement.

### **C. Training.**

1. All YP direct care staff and volunteers are required to complete training as it relates to the set training requirements of their role. Direct care staff and volunteers must complete, update, and maintain training as required by CSC.
2. Failure to comply with requirements may be subject to disciplinary action, removal from programming, and/or termination as appropriate.

### **Appendix A. Select Definitions**

1. Appropriated Funds (APF). Funds appropriated to the Coast Guard by Congress.
2. APF Employee. An employee whose salary and benefits are paid with appropriated funds.
3. Business Case Analysis (BCA). A written request that contains a business plan for the establishment of a Non-Appropriated Fund (NAF) activity.
4. Child Protective Services (CPS). State mandated social service agency that investigates reports of abuse and neglect of children.
5. Child with Special Needs. A child who has a medical, physical, emotional, developmental, or intellectual disability that limits his/her capability to engage in pursuits with peers and who requires special treatment, therapy, education, training, counseling, adaptive equipment, or special accommodations.
6. Developmental Program. A planned program of developmentally appropriate activities that promotes the social, emotional, physical, creative, and cognitive development of children. Activities include child-initiated as well as adult-directed activities. The program must recognize individual differences of children and provide an environment that builds self-esteem, encourages curiosity, and promotes self-discipline.
7. Family Advocacy Specialist (FAS). A designated professional on the Work-Life Staff who is exclusively responsible for the ongoing non-medical case management issues relating to family violence/abuse/neglect prevention programs and initiatives, intervention strategies, and community outreach programs.
8. Family Resource Specialist (FRS). A member of the Work-Life staff responsible for providing Information and Referral (I&R) services for families seeking Youth Programs. Additionally, an FRS enrolls dependents with special needs in the Coast Guard Special Needs Program, assists families locating needed services, and chairs the Special Needs Resource Team (SNRT).
9. Health Care Professional (HCP). Personnel (military, uniformed) who provide clinical care at Coast Guard clinics. HCPs include physicians, physician assistants, and nurse practitioners.
10. Health Care Provider. An individual who provides preventive, curative, promotional or rehabilitative health care services in a systematic way to people, families, or communities.
11. Health, Safety, and Work Life Service Center (HSWL SC). Responsible for ensuring and coordinating access to and delivery of HSWL services to Coast Guard members and employees. The HSWL SC implement HSWL program policies as set forth in applicable guidance, assesses and responds to identified program needs of Coast Guard units, and prioritizes the delivery of available resources.
12. HSWL Regional Manager (RM). A Coast Guard officer responsible for the management of a HSWL Regional Practice.



13. HSWL Regional Practice (RP). The office responsible to provide HSWL services to the Coast Guard work force within their AOR.
14. Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU). A formal agreement between two or more parties. Companies and organizations can use MOUs to establish official partnerships.
15. Military Child Care in Your Neighborhood (MCCYN). MCCYN program provides fee assistance for active-duty sponsors who are unable to access Coast Guard or DOD childcare programs.
16. Morale Well-Being and Recreation (MWR) Director. A member of the command staff that actively promotes MWR readiness and retention, markets MWR programs, develops a balanced MWR budget, administers the use of MWR funds, develops and conducts a well-balanced and financially sound MWR program within his/her AOR, and acts as the technical expert on MWR issues.
17. MWR Personnel. Civilian employees of YP who are directly involved with the care and supervision of children at Youth & Teen Programs.
18. MWR Program Funds. As used in this Instruction, refers to both the appropriated and non-appropriated funds used to support MWR programs.
19. Non-Appropriated Funds (NAF). Government funds derived from sources other than those appropriated by Congress.
20. Non-Appropriated Funds Instrumentality (NAFI). An integral Coast Guard organization that performs a governmental function. It acts in its own name to provide or assist Coast Guard organizational elements in providing non-pay compensation programs for military personnel and authorized civilians.
21. Ombudsman. A volunteer appointed by a command, who provides information and referral to families to include childcare information.
22. School Age Services (SAS). A program serving children in first through sixth grade, which provides supervision and developmentally appropriate recreational activities.
23. Special Need. A professionally diagnosed physical, psychological, medical, or educational condition of a family member.
24. Supplemental Programs and Services (SPS). Programs that augment and support YP to increase the availability of childcare for Coast Guard and DOD personnel.
25. Support Staff. Persons responsible for providing services not directly related to caring for children, such as, but not limited to, janitorial, food service, clerical, and administrative duties.

## **Appendix B. Patron Eligibility**

- A. Youth & Teen Programs.** The status of the child's sponsor determines enrollment eligibility. Eligible patrons include active-duty military personnel, PHS Officers on Coast Guard active duty orders, Coast Guard civilian personnel, DOD active-duty military personnel, DHS/DOD civilian personnel paid from APF or NAF, and reservists on active duty or inactive duty for training. In the case of legally separated or divorced parents (meeting the above criteria), the child is eligible only when they reside with the sponsor, unless the sponsor is required by a court or civilian agency to pay 100% cost of childcare. A child, other than a sponsor's biological or adopted child, who is residing in a sponsor's home and whose care, comfort, education, and upbringing have been entrusted to the sponsor on a temporary or permanent basis by a court or civilian agency, is an authorized patron of the YP.
- B.** 14 U.S.C authorizes children, who are not otherwise authorized under the above eligibility criteria, to participate in Youth & Teen Programs if the situations in which participation promotes attainment of the following objectives: (1) supports the integration of children of military families into the civilian community; (2) makes more efficient use of Coast Guard facilities and resources; and, (3) establishes or supports a partnership or consortium arrangement with schools and other organizations serving children of members of the armed forces.
- C.** The following priorities for care shall be utilized when placing children in programs that have a waiting list.
1. Priority 1A - Youth & Teen Program Staff
    - a. All families where the sponsor is a Youth & Teen Program Staff member will have the same priority regardless of spouse status.
  2. Priority 1B - Single/Dual Military Members and Military Members with a Full-Time Working Spouse
    - a. Priority 1B.1: Single/Dual Active-Duty Military/Coast Guard
    - b. Priority 1B.2: Single/Dual Guard/Reserve on Active Duty or Inactive Duty Training Status
    - c. Priority 1B.3: Active-Duty Military/Coast Guard with Full-Time Working Spouse
    - d. Priority 1B.4: Guard/Reserve on Active Duty or Inactive Duty Training Status with Full-Time Working Spouse
  3. Priority 1C - Military Members with a Part-Time Working Spouse or those with a Spouse Seeking Employment
    - a. Priority 1C.1: Active-Duty Military/Coast Guard with Part-Time Working Spouse or Spouse Seeking Employment

- b. Priority 1C.2: Guard/Reserve on Active Duty or Inactive Duty Training Status with Part-Time Working Spouse or Spouse Seeking Employment
- 4. Priority 1D - Military Members with a Spouse Enrolled Full-Time in a Post-Secondary Institution
  - a. Priority 1D.1: Active-Duty Military/Coast Guard with Full-Time Student Spouse
  - b. Priority 1D.2: Guard/Reserve on Active Duty or Inactive Duty Training Status with Full-Time Student Spouse
- 5. Priority 2 - Single/Dual DOD Civilians or DOD Civilian with a Full-Time Working Spouse
  - a. Priority 2A: Single/Dual DOD or Coast Guard Civilian
  - b. Priority 2B: DOD or Coast Guard Civilian with Full-Time Working Spouse
- 6. Priority 3 - Space Available
  - a. Priority 3A: Active-Duty Military/Coast Guard and Guard/Reserve on Active Duty or Inactive Duty Training Status with Non-Working Spouse
  - b. Priority 3B: DOD or Coast Guard Civilian with Spouse Seeking Employment
  - c. Priority 3C: DOD or Coast Guard Civilian with Full-Time Student Spouse
  - d. Priority 3D: Gold Star Spouse
  - e. Priority 3E: DOD or Coast Guard Civilian with Part-Time
  - f. Priority 3F: In no order of precedence:
    - (1) DOD or Coast Guard Civilian with Non-Working Spouse
    - (2) Other Federal Employees
    - (3) Single/Dual DHS/DOD, DOD Contractor or DOD Contractor with Full-Time Working Spouse, Spouse Seeking Employment, or Full-Time Student Spouse
    - (4) Deactivated Guard/Reserve Personnel
    - (5) Military Retirees
  - g. Coast Guard Auxiliary, Coast Guard Auxiliary Dependents, and Community Members

**D. Priority Structure.**

1. Employment status will continue to determine a family's priority; however, spouses working full-time are given a higher priority over those working part-time. A program user must confirm full-time or part-time working status before enrolling child in YP.
  - a. To be considered full-time working, the spouse must work at least 30 hours per week or 100 hours per month OR work less than 30 hours per week or 100 hours per month and be enrolled in a post-secondary educational institution.
  - b. A spouse who works less than 30 hours per week or 100 hours per month and is not enrolled in a post-secondary institution and considered part-time working.
2. To qualify as a student spouse, the spouse must be enrolled in a post-secondary institution on a full-time basis. Sponsor must provide proof of full-time student status before enrolling child in YP. If a spouse is not enrolled full-time, then the spouse's status would be part-time if enrolled in 8 to 6 credits.
3. Sponsors who are Active-Duty Military/Coast Guard or Guard/Reserve on Active Duty or Inactive Duty Training Status with a spouse who is a full-time student or seeking employment are prioritized higher than DOD, Coast Guard, Federal Civilian employees

### **Appendix C. Clearance for Positions Involving Regular Contact with Children**

- A. All personnel working in Youth & Teen Program Services, caring for children under the age of 18, must have a Federal Bureau of Investigation (FBI) fingerprint check and a check of State Criminal History Repositories (SCHR). This is applicable to hires or contract-for-hire individuals and applies to all existing and newly hired employees undergo a criminal history background check. It also includes volunteers and interns, ages 18 years and older, who could have extensive or frequent contact with children.
1. Youth & Teen Programs Services means child protective services (including the investigation of child abuse and neglect reports); social services; dental, health and mental health care; child (day) care; education (whether, or not, directly involved in teaching); foster care; residential care; recreational or rehabilitative programs; and detention, correctional, or treatment services.
  2. State Criminal History Repositories. Coast Guard personnel in positions involving regular contact with children require a Childcare investigation consisting of Tier 1 (equivalent or higher investigation) plus SCHR check(s).
  3. All States maintain a central repository to track individuals convicted in that State of sex crimes, offenses involving a child victim, drug felonies, domestic violence, or violent crimes. The T1 (equivalent or higher investigation) and SCHR checks must have been favorably adjudicated within the past five years.
    - a. Federal civilian employees (e.g., General Service) in Youth & Teen Program positions may be on boarded provisionally only after a favorable FBI fingerprint check, favorable review of the e-QIP, employment verification and employment documents, and after the Tier 1 childcare investigation has been initiated or completed, prior to entrance on duty, and only if the individual remains under the supervision and direct line of sight of a cleared staff person to whom a favorable childcare investigation has been favorably adjudicated by Security Center (SECCEN).
    - b. Non-appropriated Fund (NAF) or Non-appropriated Fund Instrumentalities (NAFI) employees in Youth & Teen Programs positions also require childcare investigations. CSC Human Resources is responsible for approving NAF employees in Youth & Teen Programs positions to onboard provisionally and the MWR center ensure line of sight is conducted until the childcare investigation has been favorably adjudicated by SECCEN.
    - c. All military personnel in positions that require regular contact with children, to include United States Public Health Service Officers detailed to the Coast Guard, must have had a T3 (at a minimum) and SCHR checks favorably adjudicated within the last five years.

- B.** DCMS-341 or DCMS-321 will notify the applicable office when a final favorable determination has been made. If issues are identified in the completed background investigation or other investigative report, DCMS-341 or 342 will notify responsible offices. The individual will also be provided a general description of the issue and additional information may be requested for consideration. Depending on the issue, the individual may be provided an opportunity to respond to mitigate the issue(s). Significant issues may require withdrawal of the tentative offer (for applicants) or removal (for incumbent employees in YP positions). If applicable, a separate notification withdrawing the tentative offer will be provided to the applicable hiring office and the applicant. There are no appeal rights for new hires.
- C.** An applicant with a current investigation of a Tier 1 or higher must still obtain an SCHR. Periodic reinvestigations are required every five years.

**Appendix D. Inspection/Violation Evaluation****INSPECTION/VIOLATION EVALUATION**

Site Name: \_\_\_\_\_ Youth Programs Director: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_

<b>1. HOUSEKEEPING:</b>	YES	NO	VIOLATION	N/A
a. Floors clean and orderly				
b. Stairs clean and orderly				
c. Tables clean and orderly				
d. Adequate trash container				
e. Passageways unobstructed				
f. Trash or rubbish in proper container				
g. Combustible materials properly stored				
h. Are flammable decorations used				
i. Storage areas clean and adequate				

<b>2. ELECTRICAL EQUIPMENT:</b>	YES	NO	VIOLATION	N/A
a. Wiring in good condition				
b. Wiring runs under carpet				
c. Circuits properly fused				
d. Adequate outlets				
e. Extension cords used as primary wiring				
f. Plates and covers in place				

<b>3. FIRE ALARM EQUIPMENT (IF APPLICABLE):</b>	YES	NO	VIOLATION	N/A
a. Alarm system adequate				
b. Placards posted over alarm				
c. Systems in proper operating conditions				
d. Periodic tests done, and records of results maintained				
e. Out of service				

<b>4. FIRE EXTINGUISHER:</b>	YES	NO	VIOLATION	N/A
a. Proper type and size (Class 2A-10BC, minimum)				
b. Properly located (one for each floor)				
c. Properly identified				
d. In good condition				
e. Inspected date current (Inspect yearly or after each use)				

<b>5. APPROVED FIRE EVACUATION PLAN:</b>	YES	NO	VIOLATION	N/A
a. Are fire drills held according to IBC <i>Fire Protection Code, F-403.3 / F403.3.1</i>				
b. Plan and instructions posted				
c. Records of Fire Drills maintained				
d. Fire regulations posted				

<b>6. SMOKE DETECTORS:</b>	YES	NO	VIOLATION	N/A
a. Proper type, (hardwired electric) with battery backup				
b. Properly located to protect sleeping areas				
c. Monthly test conducted				
d. Records of test maintained				

<b>7. SMOKING:</b>	YES	NO	VIOLATION	N/A
a. No smoking rules enforced				
b. Ashtrays provided in smoking areas				

<b>8. EXITS:</b>	YES	NO	VIOLATION	N/A
a. Adequately marked				
b. Adequately number of exits				
c. Fire doors close flush into frame				
d. Do fire doors have defective self-closing device				
e. Are fire doors maintained in a closed position				
f. Are fire doors UL or FM listed				
g. Exits free of obstruction				
h. Corridors and fire stairways properly protected				
i. Do stairs have handrails on both sides				
j. Fire escapes maintained in good condition				

<b>9. SPRINKLER SYSTEM (IF APPLICABLE):</b>	YES	NO	VIOLATION	N/A
a. Storage too close to head. (Minimum 18inch clearance)				
b. Heads painted, corroded, or loaded with foreign materials				
c. High piled storage requires 3inches from sprinkler head				

<b>10. ADDITIONAL AREAS:</b>	YES	NO	VIOLATION	N/A



a. Address visible on building				
b. No hazardous or dangerous accumulation of trash, rubbish or other flammable materials kept on premises				
c. No more than one gallon of flammable liquid in an approved container, and no more than a pint in an approved container				
d. Stove, furnaces and other heat producing devices are maintained and located as to not create a hazardous condition				
e. Storage at the bottom or under the stairs				
f. Exit doors locked in a manner that would require a key to unlock that door from the outside				
g. Curtain and drape decorations are flame proof, (only 10% of wall can be covered with non-flame-retardant decorations)				
h. Clothes dryers properly vented				
i. Checked lint filters in dryers				
j. Checked ceiling and walls for serious breaches, cracks in motor				
k. Furnace room properly enclosed, (self-closing device work)				
l. Are security bars on windows installed according to code				
m. Do emergency lighting remain on when normal service is interrupted				

TOTAL VIOLATION(S):

### **Appendix E. "Sample" Fire Evacuation Plan**

1. The objective of this plan is to reduce the possibility of injury to personnel in the event of an emergency. An important decision must be made once the interior fire alarm system has been activated; is it necessary to evacuate the building? If there is any doubt as to the seriousness or nature of the alarm, evacuate the building.
2. Upon discovery or notification of a fire, verbally notify staff and youth IMMEDIATELY and proceed to evacuate the building.
3. Staff members shall call the fire department by dialing 911, preferably from government cellular phone or another address. If notification is by mobile telephone, give the exact street address, section of the city (NW, SE, etc.) name of building, location, and extent (floor, people trapped, handicapped occupant etc.) of fire or danger.
4. All personnel shall leave the building in an orderly manner by assigned exits or stairway. The staff shall search all rooms to ensure total evacuation and isolate the area by closing all doors. The staff shall assist and direct students in evacuating the building and then proceed directly to the assembly area located at: INSERT LOCATION HERE.
5. At the assembly area, the staff must IMMEDIATELY take a head count to ensure that everyone is present and accounted for. Unaccounted personnel should be reported to the fire official on the scene.
6. The staff shall remain at the assigned assembly area with the youth until an all-clear notification is given by an official from the fire department to return to the building.
7. Instruction will be given to the staff and youth by the YP Director, at least annually:
  - a. Do not attempt to secure or recover any items including personal property (clothing, toys, electronic or sports equipment) after the fire alarm is sounded.
  - b. What actions to take if the fire alarm is sounded and they are not in their regular area.
  - c. Familiarize the location of the interior fire alarm striking stations and its operation.
  - d. IMMEDIATELY evacuate the building upon hearing the fire alarm, regardless of an actual or exercise event (drill).
  - e. Familiarize themselves with the location of all stairways, fire escapes and exits.
8. The YP Director shall designate a staff member to inspect all exit facilities before opening the facility each day. The inspection will determine if:
  - a. All exit doors are unlocked from the inside and accessible to the occupants of the building.

- b. All exit lights are illuminated.
  - c. All stairway doors are closed, but operable as intended with egress.
  - d. All openings leading to fire escapes and exits are clear of obstacles and free of ice and snow during and after inclement weather events.
9. Fire drills will be sounded on the interior fire alarm system at least annually.
10. All staff members will be instructed to IMMEDIATELY correct any condition likely to interfere with safe egress. Otherwise report it at once to the appropriate authorities. Also familiarize themselves with the location of fire extinguishers and how to operate them.
11. The YP Director will designate certain personnel in sufficient numbers to see that all occupants have evacuated after an alarm and search all areas. Also provide safe egress for physically or otherwise disabled occupants.
12. The staff will be instructed that safety to life should always be first in any condition, and they will knowingly do nothing to compromise the safety of the occupants of this building.
13. Fire drills will be conducted at various times of the day and evening and recorded in the fire drill file by the YP Director, at least annually.
14. Each classroom shall have posted an evacuation diagram indication:
- a. Primary and secondary evacuation routes
  - b. Fire alarm striking station
  - c. Fire extinguishers
    - 1. Number of extinguishers:
    - 2. Type:
    - 3. Capacity:
  - d. Exits light fixtures:
  - e. Fire detection devices:
    - 1. Smoke detectors:
    - 2. Heat detectors:
    - 3. Sprinkler system:
15. YP Director will instruct all staff members to comply with the Fire Prevention Rules as outlined and all staff members shall be given a copy of this Fire Evacuation Plan during his/her orientation briefing.
16. YP Director shall conduct routine fire drills to test emergency evacuation procedures. The training should be documented and maintained in unit records.

Signed by Representative:

**Appendix F. TABLE 1. Staff-to-Child Ratios for Youth Programs**

Table 1: Adult to Youth Ratios

<b>Type of Supervision</b>	<b>Supervision Ratios</b>
<i>Youth Programs and Activities</i>	1:15 staff: youth (well-lit and maintain clear visibility)  Adequate supervision will be provided and maintained to ensure the safety of youth participating in larger program activities.
<i>Residential Camps and Overnight Trips</i>	1:10 staff: youth  If overnight trips involve male and female participants, special consideration must be given to the number and gender of the adult chaperones. In any instance of travel where a staff and/or chaperone accompany youth, separate lodging must be arranged. The Youth Program professional and/or chaperone (unless a parent) must not share lodging with youth; however, rooms should be located near one another, but not adjoining.
<i>Instructional Classes</i>	Staff (employee and contractor): youth ratios will adhere to professionally accepted practices, as defined by nationally recognized and reputable certified programs. Additional consideration should be given to room size, the number of participants, and the age and skill levels of participants. This ratio should not exceed the Youth Program Activity ratio of 1:15.
<i>Youth Organized Team Sports</i>	Follow staff: youth ratios as recommended by nationally recognized sports organizations for each team sport, such as the National Alliance for Youth Sports. This ratio should not exceed the Youth Program Activity ratio of 1:15.
<i>Adventure Activities</i>	Staff: youth ratio will be based on a risk assessment conducted before the adventure activity takes place.
<i>Special Events or Off-Site Activities</i>	At least one paid staff member must be present for each activity with up to 15 youth participants, (e.g., 1:15; 2:30). The remainder of the required ratio may be achieved by use of adult volunteers. In any instance of travel where a staff and/or chaperone accompany youth, separate lodging must be arranged. The Youth Program professional and/or chaperone (unless a parent) must not share lodging with youth; however, rooms should be located near one another but not adjoining.

### **Appendix G. Facility Sanitation Requirements**

1. YP must have a bathroom lavatory, with at least one flushable toilet and a washbasin. Hand-washing facilities must have liquid soap, water, and disposable paper towels readily available in youth and staff bathrooms. Hand sanitizer may be used if soap and water are not available for traditional handwashing and if hands are not visibly dirty.
2. Custodial and housekeeping services must be provided for all spaces within YP.
3. YP Director or their designee must not act as the contracting official for facility custodial services.
4. YP Director or their designee must act as facility POC for any issues addressing YP cleaning contracts.
5. Custodial contracts that incorporate YP cleaning services must be reviewed jointly by YP Director and the health professional to ensure provision of adequate services as listed herein.
6. SOPs for custodial and housekeeping services must include the following:
  - a. Work must be executed by support personnel employed solely for this purpose.
  - b. Direct care staff must not perform custodial services except for wiping tables or chairs, sweeping floors, etc., after program activities and meal service, to maintain functional orderliness and cleanliness.
  - c. Custodial and housekeeping services must meet standards that meet/exceed standards established by YP and must meet standards in References (g) and (n).
7. All custodial equipment and housekeeping services must be performed according to the following guidelines (additional APF or NAF support may be required for higher levels of service required to maintain standards of cleanliness):
  - a. Cleaning materials, including equipment, chemicals, and tools must not be left unattended by custodial staff or YP staff when children are in the facility.
  - b. Custodial contracts that incorporate YP cleaning services must include a cleaning schedule that is comparable to cleaning standards applied at Coast Guard health care facilities.
  - c. Custodial contracts which are amended to incorporate YP cleaning services should be reviewed jointly by YP proponents to ensure provision of adequate services as reflected herein. SOPs for custodial and housekeeping services will incorporate the following:
    - 1) The caliber of the cleaning service desired will be specified as hospital-grade quality.
    - 2) Work will be executed by support personnel employed solely for this purpose

specified.

- 3) All custodial equipment, supplies, materials will be approved by the health consultant or safety officer. This equipment will comply with all Federal specifications and fire regulations.
8. All custodial and housekeeping services will be performed according to the following specifications:
- a. YP will not be disturbed by custodial activities. Most of the daily services cleaning will take place when YP are not in operation and youth are not present.
  - b. Hallways, entrances, and doorways will not be obstructed by any cleaning or maintenance operations or storage of equipment and materials.
  - c. All furniture, equipment and materials will be replaced in their original positions upon completion of the cleaning or maintenance tasks.
  - d. Custodial supplies and equipment will be properly stored in locked cabinets or closets away from youth activity rooms/modules.
  - e. The following services will be provided daily:
    - (1) Vacuuming all entryways, rugs, stairs, and floors;
    - (2) Sweeping emergency exits to all sidewalks, drives, and bike tracks;
    - (3) Snow/ice removal from emergency exits to sidewalks, when present;
    - (4) Vacuuming all carpeted surfaces;
    - (5) Mopping all floors (hallways, rooms, bathroom, kitchen, and entryways);
    - (6) Scrubbing with approved disinfectant: youth gaming areas, activity areas, tables and chairs, toilet bowls, urinals, sinks, washbasins, kitchen equipment and appliances, food service areas, drinking fountains, and waste containers;
    - (7) Wiping mirrors, metal door plates, bathroom and kitchen fixtures, and all metal fittings;
    - (8) Cleaning showcases, entrance doors, activity space/module door frames and switches, paper towel dispensers, and any other surfaces as required; and,
    - (9) Policing grounds for trash, debris, and safety hazards.
9. The following services will be provided weekly:

- a. Scrubbing walls, woodwork, and partitions in bathrooms; and,
  - b. Dusting ledges, windowsills, walls, woodwork, handrails, light fixtures, ducts, air-conditioning, heating units, and other surfaces where dust may collect.
10. Rugs and installed carpet cleaned as needed, but at least monthly.
11. The following services will be provided as needed, but at least semi-annually:
- a. Cleaning of window coverings;
  - b. Washing all windows (inside and outside);
  - c. Waxing and buffing floors; and,
  - d. Cleaning upholstered furniture, carpeting, and other miscellaneous furniture and surfaces.