

**Air Force (AF) School-Age (SA) Program**  
**20<sup>th</sup> Year Inspection –Criteria**  
**Revised as of Jan 11**

The AF SA Criteria may be obtained on the Headquarters AF Services (AFSVA) Community of Practice. AF SA Programs are responsible for compliance with all AF SA Program Criteria. In case of a conflict between the source documents listed below, the most recent version of the AF SA Criteria is used as AF policy until the next update of the AF Instruction governing this program.

SA Criteria are based on the following:

- AF Policy on the Developmental Training Model (DTM) and Standardization
- AF Policy Child Development Center (CDC), SA, Youth Programs (YP) Drinking Water, 3 Oct 05
- AF Policy Cleaning Standards for CDC, YP, and SA Program
- AF Policy 2009/10 Recommended Immunization Schedules for Child and Youth Programs, 20 Oct 09
- Council on Accreditation (COA)
- Child and Youth (CY) Pay System Program Guidance, Oct 08
- Headquarters (HQ) AF Civil Engineering Support Agency (HQ AFCESA) Inspection Guide AF Youth Programs Facilities
- National Fire Protection Association (NFPA) 101, Life Safety Code
- United States Department of Agriculture Child and Adult Care Food Program (USDA CACFP) Guidelines
- Caring For Our Children - Second Edition

*Changes/Additions to the 20<sup>th</sup> Year SA Criteria are indicated by italicized red font*

*Criteria/Standard Findings revised to mirror all CYP Programs are indicated by italicized blue font*

- S1A Staff relate to all youth in positive ways by treating them with respect and listening to what they say. Staff make youth feel welcome, comfortable and respond with acceptance and appreciation.
- S6A Staff respond appropriately to the individual needs of youth, knowing that each youth has special interest and talents. Staff are able to recognize the range of youth's abilities and respond to youth's feelings and temperaments. Staff relate to a youth's culture and home language.
- S11A Staff encourage youth to make choices and to become more responsible. Staff offer assistance in a way that supports a youth's initiative, assist without taking control and encourage youth to take leadership roles. Staff give youth chances to choose what they will do, how they will do it, and with whom. Staff help youth make informed and responsible choices.
- S16A Staff interact with youth to help them learn. Staff ask questions that encourage youth to think for themselves, share skills and resources to help youth gain information and solve problems. Staff vary approaches they use and help youth use language skills through frequent conversations.
- S21A Staff use positive techniques to guide the behavior of youth. Staff set appropriate limits for youth and give attention when they cooperate, share, care for materials or join activities. Staff encourage youth to resolve their own conflicts, step in only if needed to discuss the issues and do not use harsh discipline methods.

- S26A Youth generally interact with one another in positive ways. Youth appear relaxed and involved with each other. Youth show respect, cooperate and work well together. Youth try to discuss their differences and work out a solution.
- S26B Staff strive to eliminate negative or unsafe peer interactions such as teasing, bullying, harassment, and relational aggression.
- S31A Staff and families interact with each other in positive ways. Staff make families feel welcome and comfortable by sharing the language and cultures of the families they serve, and the communities they live in. Staff and families work well together to make arrivals and departures between home and the program go smoothly.
- S36A Staff work well together to meet the needs of youth. Staff communicate to ensure the program flows smoothly and are cooperative with each other. Staff are respectful of each other and model positive adult relationships.
- S41 Devices such as intercoms, two-way radios, and cordless phones are used to make communication possible between different areas within the program.
- S42 Staff keep the information about youth's special health needs confidential sharing it only with those with a need to know it.
- S43A Program materials are well organized. The space is arranged so that various activities can go on at the same time without much disruption. There is adequate space and convenient storage for the equipment, materials and personal possessions of youth and staff. Program space meets the requirements for square footage as directed in the Design Guide for School-Age in Youth Programs.
- S44 The décor portrays people from different ethnic and racial backgrounds engaged in a variety of roles.
- S46 The heat ventilation, noise level, and light in the indoor space are comfortable. The building temperature is maintained between 68°F and 82°F.
- S47A Youth can get materials out and put them away by themselves with ease. The indoor space reflects the work and interests of the youth currently in the program. Displays feature youth's artwork and other pictures of interest to them. Some areas have soft, comfortable furniture on which youth can relax.
- S48 The furnishings and supplies within the environment are appropriately sized for youth enrolled in the program.
- S51A Materials are complete and in good repair. There are enough materials for the number of youth in the program and to support program activities. Materials are developmentally appropriate for the age range of youth in the program.
- S54A There are costumes, puppets, and props on hand for dramatic arts. The program has a wide variety of art mediums and craft materials. There are math games and materials to explore.
- S59 Permanent playground equipment is suitable for the sizes and abilities of all youth. Older youth have access to more challenging equipment. Younger youth can reach most of the climbing structures.
- S60 There is shade available in areas used for outdoor play or the amount of outdoor play during hot weather is restricted by the program medical advisor.
- S61 There is a hard surface for basketball, roller-skating and bike riding. There is a large field area. There is an open area where youth can run, jump and play. Fencing is provided when needed to ensure the safety of the youth.

- S62 Storage areas indoors/outdoors are kept open so that youth may select play equipment. Outdoor games and sports equipment are stored close to the play space or are easily accessible. Staff rarely has to carry heavy equipment long distances or large amounts of materials for set-up and clean-up.
- S64 The standardized School-Age (SA) Program activity plans are completed for each room/area each week the program is in session. The area(s) of development are identified and supported by the featured activity(ies). Written plans are based on the needs and interests of the youth. Written plans with clearly stated goals are available to staff and substitutes.
- S65 Page 2 of the standardized SA Activity Plan is used and posted to document specific weekly program areas (long-term projects, family involvement, visitors, clubs, community involvement/service, and field trips). (DTM)
- S66 The SA Activity Plans in use are current, posted and visible to parents, youth and staff. Staff record information about an activity's success on the SA Activity Plans so future staff can learn from past experiences.
- S67 Staff involve youth, families, and community members in planning activities, snack and special events. Staff invite youth to share recipes, songs, stories, and photos that represent their culture and experiences. Staff ask youth to help select new materials, supplies, and equipment.
- S69A The daily schedule is flexible, and it offers enough security, independence, and stimulation to meet the needs of all youth. The routine provides stability without being rigid. Youth meet their physical needs in a relaxed way, move smoothly from one activity to another, usually at their own pace. When it is necessary for youth to move as a group, the transition is smooth.
- S70A Youth can choose from a wide variety of activities. There are regular opportunities for creative arts, dramatic play and fine arts. There are regular opportunities for quiet activities and socializing.
- S82 Youth have a chance to join enrichment activities that promote basic skills and higher-level thinking.
- S70A State-of-the-art information technology is available to enhance programs, processes and productivity. Computers have Internet access with software needed to control access to undesirable sites. A sufficient number of computers are available to support ongoing programs.
- S71 Staff modify activities as needed so that all youth, including those with disabilities, can participate.
- S72 There are daily opportunities for active physical play. Each youth has a chance to play outdoors for at least 30 minutes out of every three-hour block of time at the program. Outdoor play can be offered as an open-ended choice, when weather permits.
- S73 Youth can use a variety of outdoor equipment; participate in a wide variety of activities and games for both active and quiet play.
- S74 Youth have a chance to attend educational outings and field trips.
- S75 Use of television, video viewing, and video games (if offered) is limited to appropriate choices and amount of time is limited for the age of the youth. Other play choices are offered.
- S76 Physical games and sports offer varying levels of challenge to suit the players.
- S83 There are opportunities to observe and care for plants and animals.
- S84 Youth have opportunities to create a newspaper, write plays, do homework, or use computers.
- S85 Youth are provided opportunities to participate in programming from Boys & Girls Club of America (BGCA) & 4-H.

- S86 Projects for younger youth can be completed within a week and projects for older youth may last eight to ten weeks.
- S87 Activities reflect the languages, cultures and interests of the youth served.
- S88 The program offers opportunities for youth, especially older youth, to do community service.
- S89 Activities are offered to help youth develop an appreciation for multicultural diversity, and develop their language abilities.
- S90 Activities are offered to promote youth's participation in recreational and leisure activities and develop an appreciation for the arts.
- S91 Youth have the opportunity to join installation or local groups (e.g., sports, drama, music) and interact with adult coaches and mentors.
- S92 Activities are offered to help youth be successful in school.
- S93 The Parent Advisory Board (PAB) meets at least quarterly with the Flight Chief, Youth Director and SA Coordinator. A staff member has been assigned to provide support to the PAB. Minutes of the PAB meetings are kept on file for 1 year.
- S94 The Flight Chief, Youth Director, and SA Coordinator involve staff, the PAB, families, installation agencies, the installation community, and youth in both long-term planning and daily decision-making. Parents, staff, and youth are involved in evaluating the program.
- S95 The program maintains accreditation by the NAA or the COA and maintains an active working group committed to program improvement. The team consists of program staff, parents, community educators and youth. The team maintains a current action plan. The team meets at least quarterly and documentation is kept on file.
- S96 The program asks parents at least annually if the hours of operation meet their needs. The results are compiled, analyzed and acted upon as required. The program makes a reasonable effort to provide service on school holidays.
- S97 The program has built links to the installation and civilian community. The staff has developed a list of community resources and uses this list to expand program offerings. The program maintains a parent library of relevant books and articles. There are bulletin boards and newsletters that contain information about community events and resources. When needed, staff are able to refer families to installation and local agencies for assistance.
- S98 The program coordinator or designee meets with school personnel to inform them about the program and offer cooperation.
- S99 Staff keep informed about ongoing curriculum, special school projects and events in which the youth may be involved.
- S100 Staff offer orientation sessions for new families.
- S101 The staff work with families and the schools as a team to set goals for each youth; they work with outside specialists, when necessary.
- S102 Staff encourage families to share their skills, hobbies, or family traditions, participate in special events and share recipes, songs, stories, and photos that represent their culture and experiences.
- S103 The program hosts visitors and special events from the installation and community.
- S106 Staff discuss any concerns they have about a youth's development with the family; when appropriate, youth are included in these discussions.

- S107 Staff do not talk about confidential matters in front of the youth or other adults.
- S108 Staff keep families informed and encourage families to give input and to become involved in the program. Staff regularly choose materials that reflect the language, music, stories, games, and crafts from various cultural traditions.
- S109 Staff use newsletters, phone calls, or other means to remind parents that they are welcome in the program.
- S110 Staff work closely with other adults to provide consistency for youth with behavior issues.
- S111 *The Annual Unannounced Multidisciplinary Team Inspection (MTI), required by the Military Child Care Act, of all facilities used by the SA has been conducted within the last 12 months. The MTI includes experts in each of the following areas: child abuse protection, staffing, and a parent representative who has a youth enrolled in the SA. The results of the Annual Unannounced Higher Headquarters and Comprehensive Fire, Health, and Safety Inspections are reviewed as part of the MTI and the review is documented. The results are provided to the program staff in a timely manner – preferably within 1 month.*
- S111B All non-life threatening deficiencies identified in any inspections required by the Military Child Care Act have been corrected within 90 days and remain corrected or a waiver is on file from the, SAF/MR. All life-threatening deficiencies are corrected immediately.
- S112 The current DoD Certificate, guidance policy and mission statement are posted in each facility.
- S113 The posted, written Mission Statement (philosophy) clarifies the purpose of the program and is consistent with the mission of the SA Program.
- S114 Each family is provided a current parent handbook or a copy of written policies, which include the program’s mission and philosophy and no-smoking in or near the facility policy. Written material is translated for families who do not speak or read the majority language.
- S116A *There are written operational instructions or policies on hours of operation; financial policies; reporting inappropriate guidance, suspected child abuse or neglect; transporting youth; guidance and discipline; emergency procedures; and medical/health. They have been updated and coordinated with applicable agencies.*
- S119 Youth with special needs are provided service when the program can reasonably accommodate their needs and their presence does not endanger the health and safety of other youth and the staff. No youth identified with a special need is denied service without approval from the program's Higher Headquarters.
- S120 Direct Appropriated Funds support is provided for personnel, equipment, supplies, where required. APF custodial support is provided during the hours of operation to ensure sanitation and cleanliness. At a minimum the AF Cleaning Standards Chart for CDC, YP and SA is followed.  
(AF Cleaning Standard Chart for CDC, YP and SA)
- S121A The program fees are based on Total Family Income (TFI) and the annual DoD fee ranges and policies. No special fees are charged. Parents are charged to pay for the admission of their youth to entertainment events and may be charged for special instructional classes. (This restriction does not apply to the YPs annual registration fee). The established program fees are not changed more often than once per year. The fees include meals and snacks.
- S122 If transportation fees are charged, they are clearly defined separately from the DoD fee ranges.

- S123 No more than 10 percent of parent fees are used to support other Youth Programs or Service's programs.
- S125 There is a copy of a completed AF Form 1181, *Air Force Flight Program Patron Registration*, on file for each youth and it has been updated in the last 12 months. Emergency contacts have been authorized to pick up the youth. In block 27, parents have authorized participation in field trips by signing their full name.
- S126 Parents requesting care complete DD Form 2606, *DoD Child Development Program Request for Care Record*. Parents are provided information about available Family Child Care (FCC) Programs. If interested in using FCC, the DD Form 2606 is annotated. Parents with youth on the waiting list are contacted at least every 2 months to keep the waiting list up-to-date. The DD Form 2606 is documented each time contact is made with the parent.
- S127 The DD Form 2652, *Application for Department of Defense Child Care Fees*, is completed in its entirety as needed for families requesting a reduction in fees. All financial documentation to determine TFI is kept on file.
- S128 *A copy of the completed AF Form 357, Family Care Plan, (or other branch of Service equivalent) is on file for all youth whose parent(s) are single or dual military.*
- S129 AF Form 1187, *Youth Flight Accident Report*, is completed for any injury or accidents in the program. Injuries are recorded on AF Form 1023, *Youth Flight Record of Injuries*, within 24 hours of when they occur. Families are contacted immediately in the event of an emergency.
- S129B *Accidents/injuries which require medical attention, hospitalization, or death of a youth are recorded/reported on the AF Child and Youth Programs (CYP) Accident/Incident/Illness Report within 24 hours of the event to the Flight Chief, Squadron Commander/Director, MAJCOM Specialist, HQ AFSVA /SVPY, and HQ USAF/AISA.*
- S130 *Active duty and DoD civilian employed parents are given a higher priority for enrollment. Commanders may give single and dual military higher priority than other families. A policy has been established and implemented to terminate, within a reasonable time, the enrollment of youth in families where the spouse is no longer employed, actively seeking employment, or is no longer a full-time student, if there is a waiting list. Full-time students who are enrolled for a minimum of 12 semester hours during the school year and 6 semester hours during the summer or the equivalent quarter hours, parents who are self-employed, or who telecommute are considered employed.*
- S131 If there is a waiting list, a written plan for meeting the additional need has been developed and implemented. If the Program is not able to serve them, families are referred to the FCC Program. If FCC is unavailable, the Program refers families to AF sponsored Outreach/Subsidized Programs. The current monthly FCC Provider List is posted where it can be viewed by parents.
- S132 All SA facilities have been inspected by HQ AFCESA or an approved designee and are certified by HQ AFCESA as meeting the structural requirements of NFPA 101 Life Safety Code (current edition) and AF. Any deficiencies identified by HQ AFCESA or their designee have been corrected within 90 days and remain corrected or a waiver is on file from SAF/MR. A copy of the HQ AFCESA certification inspection report for each SA facility (if available) is on file and the certificate posted. NOTE: If the facility usage has changed or alterations have been made to the facility since it was first certified, the facility has been recertified for the current use by HQ AFCESA.
- S133A *An Annual Unannounced Comprehensive Fire, Safety, and Health Inspection of each SA facility has been conducted within the last 12 months by a Fire Specialist, the Installation Safety Office, and by a*

*Public Health Specialist. The inspections are signed and dated. The most current version of the YP Fire Prevention/Inspection Guide provided by HQ AFCESA is used to conduct the inspection.*

- S134 A fire inspector or fire task-certified or trained staff member conducts monthly Fire Inspections using sections A&C of the most current YP Fire Prevention/Inspection Guide provided by HQ AFCESA. The inspection is signed and dated. Deficiencies are corrected and documentation is kept on file. Staff or the fire department checks smoke detectors, fire alarms and fire extinguishers monthly. The smoke alarms and emergency lighting are functioning properly.
- S135B A fire/safety/health task-certified or trained staff member conducts daily Fire/Safety/Health Inspections prior to use. The inspection is signed/initialed and dated with time of completion. Deficiencies identified are corrected, remain corrected and documentation is kept on file.  
(HQ AFCESA YP Checklist, C-1)
- S136 Emergency procedures for evacuating during a fire are posted, and are practiced at least monthly and twice during the first week of the school year and summer program. A fire inspector, fire task-certified or trained staff member conducts fire drills. Results are kept on file.
- S138 A safety inspector or safety task-certified or trained staff member conducts monthly Safety Inspections for indoor/outdoor areas and equipment. The inspection is signed and dated. Deficiencies are corrected and documentation is kept on file.
- S140 All playground equipment and fall zones comply with the US Consumer Product Safety Commission (CPSC) guidelines and American Society for Testing and Materials (ASTM) standards. Manufacturer's instructions for maintenance and sanitation of indoor/outdoor playground equipment are followed.
- S141 All vehicles used for transporting youth on field trips to and from school are registered, inspected, and maintained as required by state, county and AF. Government Vehicles must have a fully charged fire extinguisher and first aid kit.
- S141A When youth are transported off the installation, a minimum of two adults must accompany the group.  
Note: The only exception to this policy is when youth are transported on the installation and two or more vehicles are used. When on the installation the vehicles may travel in tandem with one adult in each vehicle. The vehicles must travel directly behind each other.
- S142 The facilities used do not expose youth to hazards related to asbestos, lead-based paint, and toxic fumes. The radon level in the building is within the limits set by the Environmental Protection Agency (EPA).
- S143 Youth do not have unsupervised access to medicine, poisons, or cleaning agents such as undiluted bleach. Toxic substances are kept in a locked cabinet, out of reach of youth.
- S145 A health inspector or health task-certified or trained staff member conducts monthly Health Inspections. The inspection is signed and dated. Deficiencies are corrected and documentation is kept on file.
- S147 The results of the initial water testing for lead contaminants from each faucet/drinking fountain used by the youth or staff are on file in the SA. The Installation's Bioenvironmental Engineer (BE) has been informed when plumbing lines or fixtures are modified, added or replaced. Based on a health risk assessment by BE, these plumbing lines or fixtures are tested for lead contaminants and the risk assessment and/or results are kept on file in the SA. Water from the facility has been tested for bacterial contaminants at least annually and the results are kept on file. It has been determined that the water is safe for consumption, or another source of safe water has been provided. For CONUS: The most recent

annual installation-wide Consumer Confidence Report (CCR) is kept on file. For OCONUS: Results of a installation-wide water quality report are kept on file.

(AF Policy CDC/SA/YP Drinking Water, 3 Oct 05)

- S148 *Medications are administered in a way that protects children. Only administer medications with daily written direction of parents on the AF Form 1055, Youth Flight Medication Permission Form, and approval from a medical professional. Consistent staff, who have been trained within the last 12 months by a medical professional, administer medication. No over-the-counter medications, including aspirin or aspirin-like products, antihistamines, decongestants, or cough syrup, are administered without approval from a medical authority for the child receiving them. Emergency "as needed" medications, for asthma or allergies, (inhalers, nebulizers, and EpiPens) are accepted and used on an emergency basis. A current and complete action plan outlined by the prescribing health care provider is required. Parents initial monthly to authorize administration of emergency asthma medication and annually authorizing the use of an EpiPen. If it is necessary to administer the medication, parents are contacted. The need for such medication must be reverified every 12 months.*
- S149 Youth are not permitted to administer prescription or non-prescription medications to themselves unless there is a written statement on file from their parents permitting them to do so. When youth administer their own medications, it must be done under the supervision of an adult and away from other youth. Until the medication is given, it must be retained in the program administration offices out of reach of other youth.
- S150 Staff protect youth from communicable diseases by separating youth who become ill during the program. There is a designated area for ill youth to rest until they are picked up by their parents.
- S151 Staff and youth wash their hands frequently, especially after using the toilet or before preparing food. Youth and staff wash their hands when soiled, before setting the table, after returning from outdoors, after handling pets, and after wiping their nose.
- S152 There are adequate supplies and facilities for hand washing. Signs or pictures are posted at each sink to show proper hand washing procedures.
- S153 The SA Coordinator consults with the program medical advisor on health and medical issues for all youth enrolled in the program. If youth with special needs are present, the required staff: youth ratio has been adjusted (if needed), as recommended by the program medical advisor, to ensure youth needs are met.
- S154 When a youth is known to have special needs, the staff meets with the youth's family, and, if the family agrees, with the youth's teacher or others working with the youth. If a youth has a special need, the staff supports the goals set by the youth's Special Education Team.
- S155 When youth with special needs are accepted, the program adapts the space and activities so they can participate. Emergency information and information about special health needs of the youth is taken on field trips.
- S156 Staff and substitutes are aware of food allergies and religious food preferences.
- S157 The program has received a rating of satisfactory or higher on the last three Military Public Health inspections (MPH). All deficiencies noted have been corrected and no current deficiencies are identified.
- S158 The indoor and outdoor facilities are clean.

- S159 Youth wear appropriate protective gear for active sports.
- S160 Animals in the program have been checked annually or as specified in writing by the veterinarian and certified as safe and healthy to be with youth.
- S161 A first aid kit is available at all times. First aid supplies include: scissors, bandages, cold packs, sterile gauze, tape, anti-bacterial soap, disposable gloves, tweezers, thermometer, and other items determined by the installation medical advisor.
- S162 The food program is administered in accordance with and meets DoD, AF, and USDA CACFP requirements. The program participates in the USDA CACFP if it is available.
- S163 Cycle menus are used; a dietician or Major Command Specialist (MAJCOM) has approved all menus used in program facilities. Menus are dated and kept on file as required by USDA CACFP.
- S164 A balance of fruits, vegetables, grains, and proteins are served. Foods high in fat, salt, and sugar are limited. Fruit juice and milk are served instead of fruit drinks and sodas. The number of prepackaged foods is limited. Foods indicative of various cultures are served several times a month.
- S165 The weekly menu is posted where parents and youth can see it. Substitutions are recorded on the posted menu before being served.
- S166 The amount and type of food offered is appropriate for the ages and sizes of the youth and complies with the USDA CACFP guidelines. Staff support youth's need to self-regulate what they eat.
- S167 Youth do not complain that they are served the same foods all the time.
- S168 Only food prepared at or for the program is served at all meals including birthday celebrations and other special events.
- S169 Youth can have a snack as an activity choice instead of eating together as a large group. Snacks are available for youth when they arrive at the program. Youth have enough time to eat without rushing. All youth are notified before snacks are put away.
- S170 Drinking water is readily available at all times, including outdoors and on field trips.
- S171 Surfaces used for eating are sanitized before and after each use.
- S172 Youth assist with table setting, clean up and help prepare and/or serve their own food.
- S173 The **current** Child Abuse/Neglect and Safety Violations in DoD Child/Youth Programs signs are posted in highly visible areas in each facility where parents, children, youth, and staff have easy access to the telephone numbers. The numbers are included in all parent handbooks and other brochures.
- S174 *The Director/Designee reports all suspected cases of inappropriate guidance, child abuse and neglect telephonically and in writing, using the AF Child & Youth Programs (CYP) Reportable Incidents Report, to the Flight Chief, Family Advocacy Office (FAO) (or other locally determined action officer), Squadron Commander/Director, MAJCOM Specialist, HQ AFSVA/SVPY and HQ USAF/AISA within 24 hours of occurrence.*
- S175 *All staff have read the guidance policy and sign a written statement of understanding.*
- S176A *When a staff member is under investigation in a case of suspected child abuse or neglect, he/she is placed on administrative leave or assigned to a position that does not involve contact with youth until the situation is resolved. Staff who violate the guidance policy are not permitted access to youth until they are retrained or they are assigned to another position outside of youth care or they are terminated.*

- S177 When a staff member is under investigation in a case of suspected child abuse or neglect, he/she is placed on administrative leave or assigned to a position that does not involve contact with youth until the situation is resolved.
- S178 If staff do not have a completed National Agency Check (NAC), National Agency Check with Inquiries (NACI), then at least two staff members are present with each group of youth, or are in nearby areas, or are within line of sight, or the area is monitored by a Closed Circuit Television System (CCTV). The staff member that is responsible for monitoring the CCTV has a completed NAC/NACI.
- S179 An adult is present at the main entrance of the facility during all hours of service. Only those persons on official business are permitted in the facility.
- S180 All visitors are required to enter and depart at the main entrance except for approved kitchen deliveries, sign in and out, wear identification, and are monitored by staff while in the facility.
- S181 The lights are left on in all rooms, including closets with windows, toilets, offices, and storage areas, when the building is in use. It is possible to view into closets, storerooms, etc. or they are kept locked during the hours of operation.
- S182 Systems are in place to protect youth from harm, especially when they move from one place to another or use the restroom.
- S183 Parents and staff check youth into or out of the program on the AF Form 1930, *Youth Flight Daily Attendance Record*, by noting the time of arrival/departure or the parents have given written permission for the youth or the staff to check him or herself in/out from home or school.
- S184 Staff have a system to ensure that they pick up all of the youth that they are required to from school. Staff have a system to identify which youth have not arrived as expected and to contact the parents, the school or a responsible adult listed on the AF Form 1181, *Air Force Flight Program Patron Registration*.
- S185 Youth are released only to persons listed on the youth's AF Form 1181, *Air Force Flight Program Patron Registration*, or for whom the parents have provided written or verbal authorization.
- S186 Youth are not permitted to leave unaccompanied, are not released to siblings under 14 years of age and are not permitted to leave for school and regularly scheduled activities without written parental permission.
- S187 Staff know where youth are during transitions. Staff know where youth are as they move from room to room, to the restroom, or from inside to outside. Staff know where the youth are and what they are doing. Staff position themselves in a way that allows them to watch as many youth as possible.
- S188 When older youth are permitted more independence, for example to leave the program for lessons and other activities, there is written parental permission on file including a transportation agreement. When older youth have permission to be out of direct supervision (such as in specified areas), staff know where they are and check on them at regular intervals.
- S189 An Installation Records Check (IRC) has been completed on all staff, CW, and specified volunteers (SV). The IRC consists of a records check of all installations on which the individual has lived or worked for 2 years before the date of the application. The IRC includes a file check of Security Forces Management Information System (SFMIS), Family Advocacy's AF Central Registry (which includes all drug and alcohol program files, medical treatment facility files, mental health, and life skills files) and Family Housing. A check of SFMIS and Family Advocacy's AF Central Registry will satisfy the

requirement for IRCs from current and former installations. Results are maintained in the employee work folder.

- S189A The Dru Sjodin National Sex Offender Registry Check has been completed prior to employment. Note: Applicable for those hired after October 2008.
- S190 A State Criminal History Repository Check (SCHRC) has been completed from all the states the individual staff or CW has lived in during the last five years. NOTE: Only required if a completed NAC/NACI is not on file. Results are maintained in the employee work folder.
- S191 A NAC or NACI has been requested for each individual staff member. Note: As of 21 May 08, all newly hired employees must have a NACI. A FBI fingerprint check has been requested for each CW. An individual with a Secret Clearance meets the requirement of a NAC or NACI but does not meet the SCHRC requirement. If the results of the NAC, NACI, or FBI fingerprint check were not completed and adjudicated, follow-up action has been conducted and documented every 6 months, until the checks are completed and adjudicated. Results are maintained in the employee work folder.
- S192 Record re-verification of the IRC and a Defense Central Index of Investigations (DCII) has been completed for all staff, SV, and CW every 5 years.
- S193 All staff, CWs, and SVs wear a nametag or other identifying apparel. There is a visually recognizable system that identifies staff with completed NAC/NACIs.
- S194 New CWs and SVs are given comprehensive 8 hour orientation training to the program prior to working with youth.
- S195 The CYPAs are paid based on the AF pay plan for CYPAs.
- S196 All staff have read and signed that they understand the guidance, confidentiality, ethical standards and emergency procedures.
- S197 All persons working or volunteering regularly in the program, who have contact with youth, have signed a statement that they have no history of, conviction of, admission to, or evidence of acts of child abuse, molestation or neglect, and drug or alcohol abuse.
- S198 At least two positive, professional references are obtained on staff, contractors, or specified volunteers before they are allowed to work with youth. (Exclude contracted custodial workers) Documentation is kept in the employee's work folder.
- S199 A copy of a current drivers license and results of a positive driving record for all employees who transport youth are on file in the employee's work folder and updated annually.
- S200 Staff have a physical examination every 3 years and the tests recommended by the program medical advisor. All staff and volunteers have the immunizations required by AF Joint Instruction 48-110, Immunizations and Chemoprophylaxis and AFI 48-105, Surveillance, Prevention, and Control of Diseases and Conditions of Public Health or Military Significance. Results are maintained in the employee work folder.
- S201 Staff are provided paid time to participate in training and to plan the program of activities.
- S202 The supervisor and staff regularly meet (for at least an hour, twice a month) to discuss activities and interactions with youth. The supervisors and staff work together to set goals for the program.
- S203 There is a SA Coordinator or supervisor at each location who administers the program and maintains contact with the staff and youth. If the SA has 24 or fewer youth enrolled, the supervision may be provided by the Youth Director or program manager.

- S204 There is a GS-05 **or** NAF equivalent in pay and job responsibilities or higher in the building at all times youth are present. If there are 24 or fewer youth, this individual may be a CY-03, NF-02, or higher grade individual.
- S205 A Training and Curriculum Specialist (T&C) is assigned to work with the program to ensure the health and safety of youth and to assist in staff training and development. This position may be shared with other programs.
- S206 Adequate administrative and clerical support staff are available to provide patron service and maintain required records.
- S207 The program has substitutes available to replace regular staff. The responsibilities and procedures for substitutes are defined and carried out. Substitutes are observed and evaluated by the SA Coordinator or senior staff. If a staff member becomes ill during the program, there is another staff member available to remain with the youth until a substitute can be obtained.
- S208 If the program is having difficulty recruiting and retaining staff, a plan has been developed to address this problem and is being implemented.
- S209 The AF Form 1930, *Youth Flight Daily Attendance Record*, is used to assign youth to staff. There is one staff member accountable for every 12 youth present in the program.
- S210 Volunteers or youth under age 18 are not included in staff:youth ratios, and may not be left alone with youth.
- S211 If one staff member is sufficient to supervise a group of youth, a second staff member is in the building to assist in case emergencies occur.
- S212 The number of youth in a specific room or area is determined based on the room or area capacity not by staff:youth ratio.
- S213 Staff:youth ratios and group sizes vary according to the type and complexity of the activity and staff knowledge and ability.
- S214 All training is documented on the AF Form 1098, *Special Task Certification and Recurring Training*. Every employee starts an annual AF Form 1098 in January.
- S215A All staff have current certification in Cardiopulmonary Resuscitation (CPR) and First Aid (***inclusive of blood-borne pathogens***) if employed over 6 months or sooner if the program is awaiting an endorser visit.
- S216 All staff, SVs and CWs receive annual training on child abuse prevention, identification, and reporting.
- S218 The SA Coordinator receives at least 12 hours of training in each 12-month period. This training includes attending AF and Regional or National School-Age and Youth development conferences. This training also includes information in areas such as: program management, staff supervision, curriculum, child abuse, disease control, cultural issues, financial management, risk management, quality assurance and other school-age topics. They have access to supervisory, management books and periodicals. They have opportunities to visit other programs and share best practices with their peers.
- S219 Site directors receive at least 12 hours of training in each 12-month period addressing topics similar to that of the SA Coordinator.
- S220A Administrative and food service staff receive at least 6 required hours of New Employee Orientation (NEO) training in accordance with the standardized orientation AF Form 1098. An Individual Training Plan (ITP) is developed during the NEO and goals are updated annually or as

identified by training. During the initial 6 months of employment staff complete the modules applicable to their position and the Child Abuse Modules (14/15). Administrative staff receive at least 6 hours of annual training such as: administrative procedures, customer service, and position-related topics. Food service staff receive at least 6 hours of annual training such as: sanitation, nutrition, food preparation and service, and position-related topics.

- S224 New CYPAs receive at least 12 hours of NEO training in accordance with the standardized orientation and training is documented on the AF Form 1098. An Individual Training Plan (ITP) is developed during the NEO and goals are updated as training needs are identified during observations/debriefs. (DTM)
- S225 CYPAs who have completed the DoD School-Age Training Modules receive at least **24** hours of training in each 12-month period. CYPAs receive annual training on positive guidance techniques including training on acceptable and unacceptable ways of touching, talking to, and handling youth and on how to report suspected child abuse and neglect. This training also includes information such as: how to work with families, how to relate to youth in ways that promote their development, how to set up program space and design activities, and how to promote the safety, health, and nutrition of youth.
- S226 During the first 6 months of employment, CYPAs complete three of the AF School-Age Modules (Module 14 &15 and module of choice), First Aid, CPR, food handler's training, and monthly observations. Satisfactory progress toward and completion of the SA training modules is a condition of employment. After fulfilling the initial 6 month requirement of completing three modules, CYPAs must complete a minimum of 3 modules every 3 months, completing all modules within the first 18 months of employment.
- S227 New CYPAs are observed three times (at least every other month) by the Director or designee and monthly by the T&C during the first six months of employment. Observations must include a debrief with the employee and/or program team.
- S228 Staff receive training or consult with specialists on how to help youth with special needs or with diverse physical abilities and disabilities.
- S229 CYPAs are engaged in on-going staff development and professional goal setting through regular (ten within the last 12 month period) observations and observation-based small group debrief sessions based on DTM. An ITP based on observations and DTM debriefs is maintained for each CYPAs. Debrief trainings are recorded on the AF Form 1098. Observation Debrief Forms are kept on file. (DTM)
- S230 Semi-annual staff evaluations are conducted by the Director or designee and include written observations with the results summarized on page 2 of the ITP. (DTM)
- S231 A plan for staff training is generated from the evaluation process. (Goals identified as part of the annual/semi-annual evaluation are identified by an asterisk on page 1 of the ITP). (DTM)