



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SECNAVINST 1710.9  
ASN (M&RA) FSF  
10 February 1999

SECNAV INSTRUCTION 1710.9

From: Secretary of the Navy

Subj: SCHOOL-AGE CARE (SAC) PROGRAM

Encl: (1) DOD Instruction 6060.3 of 19 Dec 96

1. Purpose. To implement enclosure (1) which prescribes policies, procedures and assigns responsibilities for operation of School-Age Care (SAC) Programs.

2. Applicability. This Instruction applies to all military SAC programs within the Department of the Navy.

3. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) is the principal staff assistant to the Secretary of the Navy for SAC programs and for coordinating matters related to SAC programs and activities.

b. Within their respective Military Services, the Commander, Navy Personnel Command, and the Marine Corps Deputy Chief of Staff (Manpower and Reserve Affairs) shall:

(1) Serve as the focal point to perform coordination and information functions for all SAC policies and procedures.

(2) Keep the ASN (M&RA) apprised of issues and proposals which could influence the policy objectives of operating requirements set forth in enclosure (1).

(3) Ensure SAC programs are operated in accordance with enclosure (1).

4. Action. Within their respective Military Services, the Commander, Naval Personnel Command, and the Marine Corps Deputy Chief of Staff (Manpower and Reserve Affairs) will implement enclosure (1) and provide training programs that

SECNAVINST 1710.9

10 FEB 1999

stress stewardship and customer orientation to ensure, as a minimum, that commanders and SAC Program Managers fully understand their requirements for quality SAC programs.

5. Report. Symbol DD-P&R(A)1954(1710) is assigned to the reporting requirement contained in paragraph 5.2.4 of enclosure (1) and is approved in accordance with SECNAVINST 5214.2B.



CAROLYN H. BECRAFT  
Assistant Secretary of the Navy  
(Manpower & Reserve Affairs)

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Department of Defense  
**INSTRUCTION**

SECNAVINST 1710.9  
10 FEB 1999

December 19, 1996  
NUMBER 6060.3

ASD(FMP)

SUBJECT: School-Age Care (SAC) Program

- References: (a) DoD Directive 1342.17, "Family Policy," December 30, 1988  
(b) DoD Instruction 6060.2, "Child Development Programs," January 19, 1993  
(c) DoD Directive 4001.1, "Installation Management," September 4, 1986  
(d) DoD 5025.1-M, "DoD Directives System Procedures," August 1994, authorized by DoD Directive 5025.1, June 24, 1994  
(e) through (n), see enclosure 1

A. PURPOSE

This Instruction:

1. Implements policies, and assigns responsibilities and procedures for operation of SAC programs for eligible minor children of DoD military and civilian personnel, in accordance with references (a) through (n).
2. Requires Military Departments and Defense Agencies to ensure that all DoD installations develop policies under which children residing on or in a DoD facility or installation can be left alone to care for themselves, otherwise known as a "home alone" policy or "self-care." (See definition 19 of enclosure 2.)
3. Authorizes publication of the "DoD SAC Employee Training Modules," DD Form 2693, "Certificate to Operate SAC Programs," and DD Form 2646, "Annual Summary of SAC Program Report," consistent with reference (d).

B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard when it is operating as a Service of the Navy, and when it is operating as a Service of the Department of Transportation (DoT) by agreement with the DoT.
2. SAC programs sponsored or operated by or for the Department of Defense for military and DoD civilian personnel and located on a military installation or property under 10 U.S.C.

Enclosure (1)

113 note (reference (e)), under the jurisdiction of any DoD Component or located in donated space in a facility such as a local public school.

### C. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

### D. POLICY

It is DoD policy that:

1. The purpose of SAC programs offered by the DoD Components is to assist DoD military and civilian personnel in balancing the competing demands of family life and accomplishment of the DoD mission and to improve the economic viability of the family unit. SAC is not considered an entitlement.

2. On military installations and in other DoD Component facilities, the DoD Components shall provide SAC programs, or alternatives, to military members and DoD civilian personnel. SAC programs shall provide safe, supervised, healthy, accountable, and age-appropriate environments for children in grades kindergarten through 6, ages 5 through 12, that meets documented community needs and are based on reasonable and affordable fees for services charged to eligible parents.

a. The primary sponsors of DoD SAC programs are youth programs (YP) and child development services (CDS) programs. The DoD Components are encouraged to provide resource and referral (R&R) services to refer eligible patrons to programs in the civilian community when SAC space is limited on the DoD installation or when the majority of parents live off the installation and it is unreasonable for them to use SAC programs on the installations.

b. Programs should complement, rather than duplicate, the school day. Emphasis should be placed on SAC programs that meet community needs, reinforce family values, and emphasize the unique value of each child through individual and group activities that promote the cognitive, social, emotional, and physical development of children.

c. The installation commander shall provide a SAC program that regardless of physical location:

(1) Enhances or reinforces academic skills, recreational lifelong skills, avocations, and interests to promote individual achievement for each child.

(2) Fosters resilient and self-sufficient families and enhances military readiness by providing services that reduce work-life conflicts.

(3) Emphasizes the unique value of each child, by providing appropriate guidance, promoting positive attitudes, and enhancing or reinforcing self-worth.

(4) Provides quality training, program guidance, and direction to program managers, paid staff, volunteers, and parents.

(5) Meets identified school-age children, and family needs as measured through a needs assessment and expands collaboration among organizations both on- and off-installation to better meet community requirements.

(6) Provides affordable and quality school-age care programs and activities that offer supervised individual and group activities.

d. Eligible patrons include active duty military personnel, DoD civilian personnel paid from either appropriated funds (APF) or non- appropriated funds (NAF), Reservists on active duty or during inactive duty training, and DoD contractors. The first priority is for active duty military, including reservists on active duty and DoD civilian personnel. Each installation commander and Defense Agency Director and/or commander shall establish a priority system under which access to SAC programs shall be determined. In all cases, first priority shall be given to children enrolled in-K through grade 6 of active-duty military and DoD civilian personnel who are either as follows:

(1) Single parents; or

(2) Whose spouse is employed on a full- or part-time basis, or enrolled in school outside the home, or is a military member on active duty. Installation commanders and Defense Agency Directors and/or commanders shall determine on a case-by-case basis whether a spouse employed on a full-time basis by working in the home qualifies for first priority treatment. The installation commander or Defense Agency Director and/or commander shall make a statement of those priorities available to all eligible patrons seeking enrollment of their children in DoD SAC programs.

e. Wherever the demand for SAC programs exceeds an installation's capacity, the installation commander or Defense Agency Director shall take steps to expand availability of SAC through use of referrals to community programs located off the installation. The commander may use other available methods such as participation in consortiums with other off-installation State or Federal Agencies.

f. Each DoD Component providing SAC programs shall operate, maintain, and fund those programs with a combination of direct APFs and NAFs. APFs may be used for equipment, supplies, custodial services, utilities, food, training, travel, and transportation. APFs shall be used for the salary expense of the SAC employees including the director, staff and administrative support when such services are provided by DoD civilian personnel that are classified as appropriated fund employees. NAFs shall be used for the salary expense for SAC employees that are classified as nonappropriated fund employees. Section D does not apply to SAC programs located in Child Development Centers (CDCs) that are the result of a long-term facilities contract under 10 U.S.C. 2809 (reference (g)) or a lease purchase agreement under

section 2812 of reference (g) when such agreements were entered into before the date of publication of this Instruction. The installation commander or Defense Agency Director concerned shall ensure that parent fees cover the NAFs direct costs to operate the program. The use of section 2812 of reference (g), NAF, other than parent fees, to pay daily operating expenses is discouraged.

g. On an annual basis, the Assistant Secretary of Defense for Force Management Policy (ASD(FMP)), in coordination with the OUSD (Comptroller), shall develop for USD (Comptroller) promulgation sliding fee ranges based on total family income for use at all SAC facility-based programs. The sliding fee ranges shall be uniform throughout the Department of Defense for all children who attend the SAC on a regular basis. Those fees shall include the cost of snacks and meals, if provided.

h. DoD SAC programs shall comply with DoD Instruction 1402.5 and DoD Directive 6400.1 (references (h) and (i)). It is DoD policy to provide comprehensive programs to prevent child abuse and promote early identification and reporting of cases of alleged child abuse or neglect.

i. Programs and activities conducted under this Instruction shall comply with DoD Directive 1020.1 (reference (j)). No otherwise qualified person with a disability shall be subjected to discrimination by a DoD SAC program. That includes children with disabilities who meet the essential eligibility requirements for SAC program services and parents with disabilities whose children are receiving or seeking SAC program services.

j. Each SACs program shall keep on file relevant emergency care information from the "Family Care Plan" (reference (k)) for each child who is enrolled on a regular basis, and whose sponsor is active duty military and is required to have a "Family Care Plan."

k. The DoD Components shall ensure that all DoD installations develop a policy that addresses the ages and circumstances under which a child under the age of 12 can be left at home alone without adult supervision. Those policies shall take into consideration applicable laws and ordinances of the states or countries in which they are located.

## E. RESPONSIBILITIES

### 1. The Assistant Secretary of Defense for Force Management Policy shall:

a. Prescribe policies and guidelines for SAC programs on DoD installations and in DoD-owned or -leased facilities, or in DoD-funded programs.

b. Ensure that all DoD SAC program publications are published in accordance with this Instruction and DoD 5025.1-M (reference (d)).

c. Issue SAC program standards and monitor compliance.

### 2. The Heads of the DoD Components shall ensure that:

a. SAC programs are operated in accordance with this Instruction and shall monitor local compliance with DoD policy in accordance with DoD requirements.

b. Responsibility for compliance with this Instruction rests with the activity providing funding for the SAC. Each such DoD activity shall provide implementing guidance for this Instruction.

c. All SAC program personnel are trained pursuant to this Instruction (enclosure 3).

d. An annual summary of operation reports shall be completed at the end of each fiscal year by each Military Service and DoD Agency Director and/or commander. Reports are to be submitted to the Office of the ASD(FMP) by December 15 of each year.

e. Issue minimum safety, health, and operating standards and ensure compliance with those standards

#### F. PROCEDURES

Procedural guidance is in enclosure 3.

#### G. INFORMATION REQUIREMENTS

The information requirement contained in this instruction is assigned Report Control Symbol DD-P&R(A)1954, expiration September 13, 1997.

#### H. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense for Force Management Policy within 120 days.

  
F. Pang

Enclosures - 3

1. References
2. Definitions
3. DoD Requirements for the Establishment and Operation of SAC Programs

REFERENCES, continued

- (e) Section 113 of title 10, United States Code note
- (f) DoD Directive 1015.1, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
- (g) Sections 2809 and 2812 of title 10, United States Code
- (h) DoD Instruction 1402.5, "Criminal History Background Checks on Individuals in Child Care Services," January 19, 1993
- (i) DoD Directive 6400.1, "Family Advocacy Program," June 23, 1992
- (j) DoD Directive 1020.1, "Nondiscrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of Defense," March 31, 1982
- (k) DoD Instruction 1342.19, "Family Care Plans," July 13, 1992
- (l) DoD 6060.1-M-18, "Prevention of Child Abuse and Neglect in Child Care Settings," August 1988, authorized by DoDI 6060.10, "Training Manuals for Child Care Givers on DoD Installations," January 19, 1981
- (m) National Fire Protection Association (NFPA) 101, "Life Safety Code," 1991<sup>1</sup>
- (n) Title 7, Code of Federal Regulations, Part 226, "Child and Adult Care Food Program," current edition

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<sup>1</sup> Available from National Fire Protection Association, 1 Battery March Park, Quincy, MA 02269

## DEFINITIONS

1. Appropriated Fund (APF) Direct Costs. Direct costs are those costs that are clearly identified to a product or output and are totally related to the output, such as hands-on labor or material used in a product. First-line supervision over a function in sole support of a specific output is considered a direct cost. Similarly, second-line supervision may also be considered a direct cost if solely in support of a specific output. Second-line supervision and activities above second line that do not provide direct benefits to a specific output are considered indirect costs. APF general and administrative costs for headquarters, regional offices, or support activities are not considered direct costs.
2. APF Employees. Civilian personnel hired by the DoD Components and paid by APFs. This includes temporary employees who are 18 years or older.
3. APF General and Administrative (G&A) Expenses. G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as the local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.
4. APF Indirect Costs. Indirect costs are those mission costs that benefit two or more outputs but not all outputs. Costs that benefit all outputs are general and administrative expenses.
5. Child Development Center (CDC). A facility on a DoD installation at which child care services are provided solely for children of members of the Armed Forces or DoD civilians who are age birth to 12 years and that is operated by the Secretary of a Military Department. Includes facilities operated on a contractual basis under 10 U.S.C. 2809 and 2812 (reference (g)).
6. DoD Certificate to Operate. A certificate issued to each DoD SAC program, after the program has been inspected by a representative(s) of the higher headquarters or a major command who has expertise in SAC programs when the program is found to be in compliance with DoD policy.
7. Child Development Program. Child care services for children of DoD personnel, aged birth through 12 years, provided in Child Development facilities, to include contract locations, family child care home, and alternative locations. Care may be provided on full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children and to promote their physical, social, emotional, and cognitive development and to enhance children's readiness for later school experience.
8. DoD Child Abuse and Safety Hotline. Continental United States (CONUS) and Outside the CONUS, 1-800 numbers that reach the ASD(FMP) to report suspected child abuse or safety violations in DoD Child Development and Youth Programs.

9. DoD Facility. A building, structure, or other improvement to real property owned or leased by DoD.
10. DoD Installation. A base, camp, post, station, yard, center, or homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility.
11. Facility-Based Program. Refers to SAC programs that are provided in centralized facilities and does not include FCC homes.
12. Family Child Care (FCC). Home-based child care services that are provided for members of the Armed Forces and DoD civilian personnel by an individual who is certified by the Secretary of the Military Department concerned or Defense Agency Director and/or commander concerned as qualified to provide those services and who provides those services for 10 hours or more each week for children on a regular basis for compensation. Also referred to as "Family Home Day Care," "Family Home Care," and "Family Day Care."
13. Nonappropriated Funds (NAF) Employees. Civilian personnel hired by the DoD Components and compensated from NAFs as defined in DoD Directive 1015.1 (reference (f)). This includes temporary employees 18 years or older.
14. Parent. The biological father or mother of a child; or a person who, by order of a court of competent jurisdiction, has been declared the father or mother of a child by adoption; or the legal guardian of a child; or a person in whose household a child resides, if such person stands in loco parentis to that child and contributes at least one-half of the child's support.
15. Parent Fee Receipts. NAFs derived from fees paid by members of the Armed Forces, DoD civilian personnel, and other authorized users for child care services provided at a military SAC site. Also referred to as "user fees" or "fee receipts."
16. Resource and Referral (R&R). A service that provides information about child and youth services on and off the installation to meet patrons' child care needs and to maximize use of available sources for YPs.
17. School-Age Care (SAC) Program. Programs providing supervised and accountable activities to school-age children K through sixth grade) before- or after-school (full-day camps may be provided as an alternative). Includes programs that complement half-day K. SAC programs can be located in youth centers, CDCs, schools, chapels, or other installation facilities that meet fire, health, and safety requirements. This does not include SAC provided in FCC homes.
18. School-Age Children. Children attending K through sixth grade.
19. Self Care. Care where the child is responsible for himself or herself and generally includes children who are responsible for themselves before- or after-school, during school vacations, and holidays. Sometimes referred to as "latch-key children" because those children let themselves into their own homes.

20. Staff to Child Ratio. The number of children for whom an individual SAC staff member shall be responsible. Staff to child ratios vary according to different age groups.

21. Total Family Income. Includes all earned income including wages; salaries; tips; long-term disability benefits; voluntary salary deferrals; quarters allowances, subsistence allowances, and in-kind quarters and subsistence received by military members; pay for service in a combat zone; and anything else of value, even if not taxable, that was received for providing services.

"Quarters allowances and "subsistence allowance" mean the basic allowance for quarters and the basic allowance for subsistence received by military personnel (for grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military installations.

22. Unmet Need. The number of children whose parents cannot work outside the home because affordable, quality SAC programs are not available.

23. Waiting List. List of children waiting for a SAC space and whose parents have requested space in a SAC Program when none is available or who are currently served in a program that is either not affordable or not of good quality.

24. Youth Center. A facility, or part of a facility, located on a military installation or in military family housing, the primary purpose of which is to provide youth programs for children ages K-18 of military members of the Armed Forces and DoD civilians.

25. Youth Program. A full range of community-based educational, social, cultural, recreational, and physical activities that promote the healthy development and transition to adulthood. The Youth Center serves as the "hub" for most activities.

DOD REQUIREMENTS FOR THE ESTABLISHMENT  
AND OPERATION OF SAC PROGRAMS

A. GENERAL POLICY

1. The DoD Components shall establish SAC programs for children enrolled in K through grade 6. Programs may include before- and/or after-school care (full-day camps may be provided as an alternative). Programs may be located in youth centers, schools, chapels, FCC homes and CDCs, or other facilities that meet the requirements of this Instruction. SAC programs may be located solely in CDCs only if the need for full-day child care for children ages birth through 5 years has been met, as required in DoD Instruction 6060.2 (reference (b)). Care for school-aged children offered in Family Child Care Homes shall follow the guidelines established in reference (b).

2. Installation commanders are encouraged to provide Resource and Referral programs for parents who live off the installation or whose children attend schools off the installation.

3. Installations are encouraged to provide transition and self-care programs to assist parents whose children are old enough to begin self-care.

4. All SAC programs shall have standard operating procedures that comply with DoD 6060.1-M-18 (reference (l)) for reporting suspected cases of child abuse. Those procedures shall be coordinated with the installation staff Judge Advocate and the Family Advocacy Program Office and shall comply with all State and local reporting requirements, as applicable.

5. All SAC employees and volunteers shall be trained on child abuse prevention, identification, and reporting requirements. Each program shall ensure that the DoD child abuse and safety hotline telephone number is posted in a highly visible area where parents have easy access to the telephone number and the number is published in parent handbooks and other brochures.

6. All DoD Components that sponsor SAC programs shall ensure the employees have completed "Criminal History Background Checks" as required in DoD Instruction 1402.5 (reference (h)). All persons working in SAC programs shall be screened to ensure no conviction of, admission, or evidence of acts of child abuse, molestation, neglect, or drug or alcohol abuse. Personal, professional, and educational references shall be reviewed before employment. A National Agency Check (NAC) or NAC Inquiry must be initiated on employment. Parents who are volunteering in their child's SAC program need not be screened.

7. Each DoD Component shall issue guidelines for the training, screening, and supervision of volunteers in SAC programs. All regularly scheduled volunteers shall be trained in the following: program orientation; child abuse identification; reporting and prevention; age appropriate guidance and discipline; child health and safety; applicable regulations and installation policy; age-appropriate activities; and the role of the volunteer in the SAC Program.

## **B. PROGRAM SPONSORSHIP AND LOCATION**

The DoD Components may establish SAC programs as a sub-activity of the YP or the CDS Program or as a stand alone program.

1. The facility should be located and designed to support the program and ensure the protection of children and youth. Facilities shall meet the National Fire Protection Associations (NFPA) 101, Life Safety Code standards (reference (m)) for educational occupancy. A fire safety engineer shall determine suitability of a facility for SAC programs. After the facility or space has been approved (certified) for use by a SAC program, the facility need not be re-evaluated as long as the use of the facility does not change or until the facility is modified structurally.

2. When SAC programs also use a large multipurpose room (such as those located in many youth centers), the occupancy load shall be established by a fire safety engineer. Each self-contained activity room shall have a minimum of 35 square feet of usable space for each child. Physical activity space must be provided indoors and access to such spaces must be provided outdoors. New facilities should be constructed to include indoor and outdoor physical program areas.

## **C. STAFF TO CHILD RATIOS**

1. Staff to child ratios shall be no less than one adult for 15 children. Volunteers may not be counted in the staff to child ratios.

2. Children may be released only to their parents or a parent designee unless signed permission is given by the parent allowing the child self-release for a specific organized activity, such as participation in sports programs or lessons. Routine self-release procedures must be consistent with the installation's self-care policy.

## **D. STAFFING**

1. SAC programs shall be operated and administered by professional, competent, and functionally trained personnel. At least two paid staff members shall be present whenever children are in the facility.

2. Each SAC program shall implement a training program for all staff and management.

3. All newly hired staff shall complete 36 hours of training within 1 year of beginning work. Training shall include, at a minimum, in-depth training on the following:

- a. Applicable regulations and installation policies.
- b. Health and safety.

- c. Child abuse identification, reporting, and prevention.
  - d. Age-appropriate guidance and discipline.
  - e. School-age child development to include all facets of appropriate programming.
  - f. Cardiopulmonary resuscitation and other medical emergency procedures.
  - g. Nutrition and meal service.
  - h. Fire prevention and emergency procedures.
  - i. Parent and family relations.
4. On-going training shall include a minimum of 24 hours each year of training and shall include the DoD SAC Training Modules or DoD Component-approved equivalent.

#### E. OPERATIONAL OVERSIGHT

1. The DoD Components shall establish procedures for inspection of SAC programs and certify compliance with the requirements established in this Instruction. It is DoD policy that after October 1, 1997, all SAC programs operated by or for the DoD Components are included in those inspections.

2. The commander shall appoint a comprehensive multi-disciplinary team that includes a representative with expertise in SAC programs, a parent, a fire expert, a safety expert, a health expert, and an installation command representative that shall inspect each program at least annually. Each DoD Component shall establish criteria that determine the qualifications for local inspections. Each inspection shall be unannounced and conducted at intervals to ensure that both the SAC summer program and school-year programs are inspected at least annually. One of these inspections may be part of the annual multi-disciplinary team inspection of the CDS program.

3. There shall be at least one annual unannounced inspection conducted by a higher headquarters representative designated to perform program inspections. The first inspection of each program shall be completed by October 1, 1998.

a. The higher headquarters representative designated to perform program inspections shall possess a knowledge of school-age programs and qualifications in child development, youth agency administration, youth recreation, physical education, home economics, elementary education, or special education.

b. In response to each inspection, the installation shall develop a corrective action plan that addresses any deficiencies found during the inspection.

4. Certification of Programs. Each DoD Component shall forward the results of the higher headquarters inspections required by this Instruction to the ASD(FMP) annually by October 1. The DoD Component is authorized to issue a "Certificate to Operate" the SAC program to those SAC programs that are in compliance with DoD standards. Each SAC program shall display that certificate in a prominent location. If at any time it is determined that a SAC program is not in compliance with this Instruction, the DoD Component shall notify the ASD(FMP) and advise the responsible command that it must meet the standards in the time specified in paragraph E.6.d., below.

5. The ASD(FMP) shall periodically make unannounced visits to selected SAC programs to review compliance with this Instruction. The ASD(FMP) may use other means besides the procedures in this subsection to monitor SACs and ensure compliance with this instruction.

6. Remedies for Violations

a. The installation commander or Defense Agency Director, and/or commander shall ensure any life-threatening violation of this Instruction or other safety, health, and child welfare laws or regulations (discovered at an inspection or otherwise) is remedied at a DoD SAC program immediately or he or she shall close the facility or affected parts of the facility.

b. For a violation that is not life-threatening, the commander of the major command under which the installation concerned operates, or the Defense Agency Director under which the installation concerned operates, may waive the requirement that the violation be remedied immediately for up to 90 days beginning on the date of discovery of the violation.

c. If the violation is not remedied by the end of that 90-day period, the DoD program, or parts involved, shall be closed until the violation is remedied.

d. The appropriate Deputy Assistant Secretary of the Military Department or the Defense Agency Director and/or commander concerned may waive the preceding sentence (paragraph E.6.c.), and authorize the program to remain open in a case in which the violation cannot reasonably be remedied in the 90-day period or in which major facility reconstruction is required, if alternative equivalencies or a comprehensive corrective action plan is implemented and approved by higher headquarters.

F. FOOD SERVICE

1. All meals and snacks provided by the SAC program shall meet the nutrition and meal component requirements established by the U.S. Department of Agriculture Child and Adult Care Food Program (USDA CACFP). Enrollment in the USDA CACFP is encouraged.

2. The DoD Components shall establish policies for meals provided by parents. If meals are provided by parents, food storage and handling procedures shall be approved by local health and sanitation authorities.

DEPARTMENT OF DEFENSE SCHOOL AGE PROGRAM  
ANNUAL SUMMARY OF OPERATIONS

REPORT CONTROL SYMBOL

INSTRUCTIONS

Complete the following information for your Services. If the information is available for Reserve and other school age programs under your Service's jurisdiction, complete a separate form. Date of record for specific entries noted by an asterisk (\*) is the last Wednesday in September of each fiscal year. Reporting period is Fiscal Year (last October 1 to current September 30).

1. BRANCH OF SERVICE <b>S</b> Sample Form	2. DATE OF REPORT (YYMMDD) 96/09/30	3. TOTAL INSTALLATIONS PROVIDING SCHOOL AGE CARE (SAC) 80
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4. LOCATION OF PROGRAMS (X all that apply)	5. TOTAL ONE TIME CAPACITY OF ALL SCHOOL AGE PROGRAMS*
<input type="checkbox"/> a. CHILD DEVELOPMENT PROGRAMS ONLY	a. CHILD DEVELOPMENT CENTERS 8,000
<input type="checkbox"/> b. YOUTH PROGRAMS ONLY	b. FAMILY CHILD CARE 6,000
<input type="checkbox"/> c. SCHOOLS ONLY	c. YOUTH PROGRAMS 12,000
<input checked="" type="checkbox"/> d. BOTH CHILD DEVELOPMENT AND YOUTH PROGRAMS	d. SCHOOLS 400
<input type="checkbox"/> e. OTHER (Specify)	e. OTHER
	f. TOTAL 26,400

6. NUMBER OF YOUTH ENROLLED	CIVILIAN (a)	MILITARY (b)	7. ATTENDANCE ON DATE OF RECORD*	CIVILIAN (a)	MILITARY (b)
a. CHILD DEVELOPMENT PROGRAMS			a. CHILD DEVELOPMENT PROGRAMS		
(1) CHILD DEVELOPMENT CENTERS	8,000	400	(1) CHILD DEVELOPMENT CENTERS	7,200	310
(2) FAMILY CHILD CARE	7,300	210	(2) FAMILY CHILD CARE	7,000	100
b. YOUTH PROGRAMS	11,200	0	b. YOUTH PROGRAMS	10,200	150
c. VACATION DAY CAMPS	4,200	0	c. OTHER		
d. OTHER					

8. NUMBER OF CHILDREN ENROLLED WITH SPECIAL NEEDS 110	9. NUMBER OF CHILDREN ON WAITING LIST 1,146
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10. WAITING LIST BY AGE GROUP	11. NUMBER OF INSTALLATIONS THAT OFFER:
a. 5 - 8 YEARS 520	a. BEFORE SCHOOL
b. 9 - 12 YEARS 600	b. AFTER SCHOOL
c. SPECIAL NEEDS, 5 - 8 YEARS 15	c. BEFORE AND AFTER SCHOOL 80
d. SPECIAL NEEDS, 9 - 12 YEARS 11	d. VACATION DAY CAMP
	(1) FULL DAY 70
	(2) HALF DAY 30
	e. CHECK-IN 40

12. PLACEMENT INFORMATION FOR FISCAL YEAR (Average placement time in months) 3.1	13. FISCAL YEAR FINANCIAL DATA (Total dollars in millions)
	a. APPROPRIATED FUND (APF) SUPPORT (Excluding common support and utilities) \$15.0M
	b. INCOME FROM PARENT FEES \$20.5M
	c. NON-APPROPRIATED FUND (NAF) EXPENDITURES \$22.0M
	d. NAF SUBSIDY (NAF expenses over and above parent fees and excluding depreciation) \$ 1.5M

14. SCHOOL AGE CARE DIRECTORS* TOTAL POSITIONS:	15. TOTAL NUMBER OF OTHER SCHOOL AGE STAFF 250
a. APF 25	16. CERTIFICATION*
b. NAF 50	a. NUMBER OF SAC PROGRAMS DOD CERTIFIED 75
c. CONTRACT 5	b. NUMBER OF WAIVERS 5

17. USER DATA (Average users by income category)	18. USDA FOOD PROGRAM ENROLLMENT DATA
a. CATEGORY I \$20.00 8	a. NUMBER OF PROGRAMS ENROLLED (Excluding FCC) 15
b. CATEGORY II \$23.00 65	b. TOTAL ANNUAL REIMBURSEMENT \$30,000
c. CATEGORY III \$30.00 23	
d. CATEGORY IV \$35.00 3	
e. CATEGORY V \$40.00 1	

19. REMARKS (Use this space to clarify answers. Continue on back if necessary.)

**E**

D



**DEPARTMENT OF DEFENSE  
CERTIFICATE TO OPERATE**

**THE  
SCHOOL AGE CARE PROGRAM  
AT**

3-6

This Certification complies with DODI 1015.aa, "School Age Care (SAC) Program"  
and is authorized to provide School Age Care Program services

until \_\_\_\_\_

\_\_\_\_\_  
*Deputy Assistant Secretary of Defense*

\_\_\_\_\_  
*Service DAS or Defense Agency Director*

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