FY 2004
INSTALLATION
EVALUATION TEAM (IET) ROSTER (CDC)
Col Allmendinger, Post Commander

A. Fire Standards CDC/FCC	Shirley McCollough, Ft. Monroe Fire Inspector
B. CDC Programs	Tara Powell, Early Childhood Specialist
C. Staff Ratio	Teresa Frazier, Thomas Nelson Community College, Dept. Head ECE
D. CDC Child Abuse Prevention	Eva Granville, Ft. Monroe Family Advocacy Program Manager
E. CDC Staff Qualifications	Teresa Frazier
F. CDC Food Service & Nutrition	1LT Woodward, Ft. Eustis Nutritionist
G. CDS Funding	Sandy Woodcock, Ft. Monroe DRM
H. Certification/Inspections	Teresa Frazier
Parent Participation	Ms Houston
J. CDC/FCC Health & Sanitation	LTC Agbah Chief of Preventive Medicine & Community Nurse, Ft. Eustis
K. CDC Safety	Velora Bland, Safety Officer
L. FCC Programs	NA
M. Out Reach Programs	Arlita Briner, Ft. Eustis
N. CDC Training	Tara Powell, Ft. Eustis
O. CDS Programs	Teresa Frazier
P. CDC Facility	Rob McRacken, DPW FT. Monroe

FY 2004
INSTALATION
EVALUATION TEAM (IET) ROSTER
Col Allmendinger, Post Commander

Q. FCC listed above	NA
R. Commander's Annual Checklist	Shae Inglin
S. Parent Representative's Annual checklist	Ms., Marcin Thompson-Carroll

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CA. FIRE REQUIREMENTS (CENTERS) TALLY SHEET

INSTALLATION: H. Monroe (CDC)

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS:	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE:
370 Fenwick (#245)	Hourly	
CENTER DIRECTOR: Susanne Elsass		TELEPHONE: 788-5958
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST:		TELEPHONE:

CRITERIA:	POSSIBLE SCORE:	ACTUAL SCORE:	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex., new SOP found in SOP book in CDC director's office)
C-66* LT	7	7	INSPECTOR'S REPORT
C-69	4	4	BLUE PRINTS / BUILDING SPECIFICATIONS
C-70* LT	3	3	" "
C-71* LT	3	3	" "
C-72	3	3	" "
C-73	1	1	" "
C-74	1	1	" "
C-75* LT	7	7	INSPECTOR'S REPORT / BUILDING SPECS
C-76	2	2	" "
C-77	1	1	" "
C-78	1	1	" "
C-79	1	–	N/A - NONE STORED
CA. 1	34	33 TOTAL	

C-80	1	1	INSPECTOR'S REPORT
C-81* LT	6	5	DRILL REPORT
CA. 2	7	6 TOTAL	

CRITERIA #	POSSIBLE SCORE	ACTUAL SCORE	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex. SOP found in SOP book in CDC director's office)
C-67*	3	3	INSPECTOR'S
CA. 3	3	3 TOTAL	
C-82*	2	2	ON-SITE OBSERVATIONS
CA. 4	2	2 TOTAL	
C-68*	3	3	SITE POSTING, INSPECTOR'S REPORT
CA. 5	3	3 TOTAL	
C-83	1	1	ON-SITE INSPECTION
CA. 6	1	1 TOTAL	

*Denotes HQDA Core Compliance Item LT Denotes Potentially Life Threatening

TOTAL	50	48 TOTAL SHADED BOXES				
TOTAL x 2	100	96 TOTAL	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST	Shirley McCollough

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CB. PROGRAM (CENTERS) TALLY SHEET

INSTALLATION: Ft. Monroe CDC

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS: 370 Fenwick Rd	**ICCET SELF-STUDY** / **ICCET INSPECTION** (Circle one)	**DATE:** 4/26/04
CENTER DIRECTOR: Susanne Elsass		**TELEPHONE:** 7885960
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Tara Powell		**TELEPHONE:** 4794640

CRITERIA	POSSIBLE SCORE	ACTUAL SCORE	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY (ex. SOP found in SOP book in CDC/director's office)
C-23	3	3	
C-27	1	1	
	3	3	
C-30	3	3	
C-36	3	3	
C-37	5	5	
C-38	2	2	
C-39	3	3	
CB. 1	23	23 TOTAL	

C-57	8	8	
C-59*	5	5	
C-60*	13	* 12	
C-61	8	8	
C-124*	3	3	
C-136	5	5	
C-137	4	4	
C-139	1	1	
C-140	1	* 1/2	
C-141	2	2	
CB. 2	50	48.5 TOTAL	

See comments.

CRITERIA:	POSSIBLE SCORE:	ACTUAL SCORE:	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex: SOP found in SOP book in CDC director's office)
C-135*	6	6	
CB. 3	6	6 TOTAL	
C-138	4	4	
CB. 4	4	4 TOTAL	
C-133	2	2	
CB. 5	2	2 TOTAL	
C-131*	6	6	
C-132*	9	6	
CB. 6	15	15 TOTAL	

* Denotes HQDA Core Compliance Item

TOTAL	100 SHADED BOXES	98.5 SHADED BOXES	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST: Powell

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CC. STAFF PER CHILD RATIOS AND GROUP SIZES (CENTERS) TALLY SHEET

INSTALLATION: Fort Monroe

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS: 245	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE: 4/04
CENTER DIRECTOR: Susanne Elsass		TELEPHONE: 788-5958
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Teresa Frazier		TELEPHONE: 825-3550

C-25*	12	12	
C-128*	17	17	
C-129	4	4	
C-58	7	7	

* Denotes HQDA Core Compliance Item

LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST:	

CD. CHILD ABUSE PREVENTION (CENTERS) TALLY SHEET

INSTALLATION: H. Monroe CDC

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS: 370 Fenwick (#125)	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE:
CENTER DIRECTOR: Susanne Elsass		TELEPHONE: 988-5958
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST:		TELEPHONE:

CRITERIA	POSSIBLE SCORE	ACTUAL SCORE	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex.) new SOP found in SOP book in CDC director's office)
C-149* LT	18	18	
C-150*	9	9	
CD. 1	27	27 TOTAL	
C-134* LT	19	19	
CD. 2	19	19 TOTAL	
C-146*	21	18	See checklist
CD. 3	21	18 TOTAL	
C-130*	5	5	
CD. 4	5	5 TOTAL	
C-147*	24	24	
CD. 5	24	24 TOTAL	
C-35*	4	4	
CD. 6	4	4 TOTAL	

* Denotes HQDA Core Compliance Item LT Denotes Potentially Life Threatening

TOTAL	100 SHADED BOXES	94 SHADED BOXES	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST: [signature]

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CE. STAFF QUALIFICATIONS (CENTERS) TALLY SHEET

INSTALLATION: Fort Monroe

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS: 245	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE: 4-22-04
CENTER DIRECTOR: Susanne Elsass		TELEPHONE:
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING CHECKLIST: Teresa Frazier		TELEPHONE: 825-3550

C-12*/C-24	10	10	
C-142	10	10	
C-144	10	10	
C-143*	10	10	
CPPP GUIDANCE*	10	10	

* Denotes HQDA Core Compliance Item

LESS THAN 70	70-80	81-90	91-100
STANDARDS NOT MET	STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	MEETS STANDARDS	FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST	Teresa Frazier

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CF. FOOD SERVICE (CENTERS) TALLY SHEET

INSTALLATION: Ft Monroe (CDC)

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS: 370 Fenwick (Bldg. #245)	ICCET SELF-STUDY ICCET INSPECTION *Circle one*	DATE: 26 April 04
CENTER DIRECTOR: Susanne Elsass		TELEPHONE: 788-5958
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING CHECKLIST:		TELEPHONE:

CRITERIA:	POSSIBLE SCORE:	ACTUAL SCORE:	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex., new SOP found in SOP book in CDC director's office)
C-29	4	4	
C-111	7	7	
C-112	5	5	
C-113*	9	9	
C-114*	9	9	
CF. 1	34	34 TOTAL	
C-116*	11	8	
C-117*	9	9	
CF. 2	20	17 TOTAL	
C-123	2	2	
CF. 3	2	2 TOTAL	
C-118	9	9	
CF. 4	9	9 TOTAL	
C-120	12	12	
CF. 5	12	12 TOTAL	

CRITERIA:	POSSIBLE SCORE:	ACTUAL SCORE:	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex.: new SOP found in SOP book in CDC director's office)
C-122*	15	15	
CF. 6	15	15 TOTAL	
C-119	8	8	
CF. 7	8	8 TOTAL	

* Denotes HQDA Core Compliance Item

TOTAL	100 SHADED BOXES	97 SHADED BOXES	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST	Susan K. Webb, MS, RD

SUSAN K. WEBB, MS, RD
Clinical Dietitian
Nutrition Care Division

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

G. FUNDING (CDS) TALLY SHEET

INSTALLATION: H. Monroe CDC

Complete one checklist for all CDS

BUILDING NUMBER/ADDRESS: 245	ICCET SELF-STUDY / ICCET INSPECTION *Circle one*	DATE: 4/04
CDS COORDINATOR: Susan Searles		TELEPHONE: 788-2698
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Sandra B. Woodcock		TELEPHONE: 788-2740

[illegible]	[illegible]	[illegible]	[illegible]
C-8*	8	8	Review APF + NAF financial support + CDS budget
G/1	[illegible]	[illegible]	
B-1*	10	10	Review APF files and budget reports
C-40	5	5	
C-163/ PARA 6-5	5	5	Review CDS coordinator files
G/2	20	[illegible]	
C-7*/ PARA 2-3	17	17	Review APF + NAF financial reports and CDS coordinator's files.
[illegible]-2*	5	5	Review NAF/IMWRF reports and CDS coordinator's files
G/3	22	[illegible]	

* Denotes HQDA Core Compliance Item

TOTAL	50 (SHADED BOX)	[illegible]
TOTAL X 2	100	[illegible]

LESS THAN 70	70-80	81-90	91-100
STANDARDS NOT MET	STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	MEETS STANDARDS	FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST:	Sandra B. Woodcock

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

H. CERTIFICATION/INSPECTIONS (CDS) TALLY SHEET

INSTALLATION: Ft. Monroe

Complete one checklist for all CDS

BUILDING NUMBER/ADDRESS: 245	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE: 4-22-04
CDS COORDINATOR: Susan Searles		TELEPHONE: 788-2698
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Teresa Frozier		TELEPHONE: 825-3550

CHAP 2-7a*	5	5	
C-11	3	3	
C-19	5	5	
C-20	6	6	
C-21*	12	12	
C-22	6	6	
CHAP 2-7c	3	3	

* Denotes HQDA Core Compliance Item

LESS THAN 70	70-80	81-90	91-100
STANDARDS NOT MET	STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	MEETS STANDARDS	FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST:	Teresa Frozier

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CJ. HEALTH AND SANITATION (CENTERS) TALLY SHEET

INSTALLATION: Fort Monroe, VA

Complete one checklist for all CDS

BUILDING NUMBER/ADDRESS: 245	ICCET SELF-STUDY ICCET INSPECTION *Circle one*	DATE: 21 Apr 04
CENTER DIRECTOR: Susanne Elsass		TELEPHONE: 788-5959
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Phyllis R. Sykes CPT, AN		TELEPHONE: 878-4755

CRITERIA	POSSIBLE CORE	ACTUAL CORE	[illegible]
C-102	5	4	10% Records audit, See attached form
C-107	4	4	Walk through inspection, knowledge check of staff
CJ-1	9	8	
C-98*	9	8	10% Records audit, See attached form
C-99	9	9	Walk through inspection, knowledge check
C-100	2	2	
CJ-2	20	[illegible]	
C-110*	9	9	Walk through inspection
CJ-3	9	[illegible]	
C-97*	8	8	
CJ-4	[illegible]	8	
C-104*	15	15	Walk through inspection, knowledge check of staff
CJ-5	15	[illegible]	
C-105	4	4	Knowledge check of staff
CJ-6	4	[illegible]	
C-106*	10	10	Observation, walk through inspection
CJ-7	10	10	
C-121	5	5	
CJ-8	[illegible]	5	

CRITERIA	POSSIBLE SCORE	ACTUAL SCORE	DOCUMENT FOLLOWING COMPLIANCE CAN BE VERIFIED BY
C-101*	15	13	Walk through inspection
CJ-9	15	[illegible] TOTAL	
C-108	3	3	Walk through inspection
C-109	2	2	
CJ-10	[illegible]	[illegible] TOTAL	

* Denotes HQDA Core Compliance Item

TOTAL	100 SHADED BOXES	96 SHADED BOXES	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST	[signature] CPT/AN

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CK. CHILD DEVELOPMENT CENTER SAFETY STANDARDS TALLY SHEET

INSTALLATION: Fort Monroe

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS: 245	**ICCET SELF-STUDY** *Circle one* **ICCET INSPECTION**	**DATE:** 14 Apr 04
CENTER DIRECTOR: Susanne Elsass		**TELEPHONE:** 788-5959
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Velora Bland		**TELEPHONE:** 788-2069

CRITERIA	POSSIBLE SCORE	ACTUAL SCORE	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY (ex. new SOP found in SOP book in CDC director's office)
C-46*	10	7	
C-48	6	6	
C-49	10	10	
C-54	6	6	
C-56	4	4	
C-62*	7	7	
C-64*	8	8	
C-85*	4	4	
C-95* LT	8	8	
C-96	2	2	
CK 1	65	62 TOTAL	
C-84*	5	5	
C-86	1	1	
C-87	1	1	
C-88	1	1	
C-90* LT	6	6	
C-91* LT	9	8	

CRITERIA	POSSIBLE SCORE	ACTUAL SCORE	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY (e.g. new SOP found in SOP book in CDC director's office)
C-92	3	3	
C-93 LT	4	4	
C-94 LT	5	5	
CK 2	35	34 TOTAL	

*Denotes HQDA Core Compliance Item LT Denotes Potentially Life Threatening

TOTAL	100 SHADED BOXES	96 SHADED BOXES	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST	Jelan Bland

DRAFT

CHILD & YOUTH LIAISON EDUCATION OUTREACH EVALUATION TOOL (ICLET)

v.10 Sep 03

OUTREACH SERVICES: PROGRAMMING

TALLY SHEET

INSTALLATION: Ft. Monroe SITE: _____

Complete checklist for OS Program

BUILDING NUMBER/ADDRESS:	SELF-STUDY INSPECTION *Circle one*	DATE:
DIRECTOR:		TELEPHONE:
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Arleta L. Briner		TELEPHONE: 878-5584

CRITERIA:	POSSIBLE SCORE:	ACTUAL SCORE:	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (*ex., new SOP found in SOP book in YS director's office*)
O 1-A	24		
O 1-A	24	TOTAL	
O-2A	15		
O-2B	22		
O-2C	32		
O-2D	7		
O. 2	76	TOTAL	

* Denotes HQDA Core Compliance Item
LT Denotes Potentially Life Threatening
M Denotes Compliance Item Contains Metric

TOTAL	100	TOTAL	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81- 100 MEETS STANDARDS	91-100 MEETS STANDARDS + ALL METRICS MET

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST:	Arleta L. Briner

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

N. CHILD DEVELOPMENT SERVICES TRAINING TALLY SHEET

INSTALLATION: Ft. Monroe CDC

Complete one checklist for all CDS

BUILDING NUMBER/ADDRESS: 370 Fenwick Rd.	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE: 4-26-04
CDS COORDINATOR: Susanne Elsass		TELEPHONE: 7885960
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Tara Powell		TELEPHONE: 4794640

CRITERIA:	POSSIBLE SCORE:	ACTUAL SCORE:	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex.: new SOP found in SOP book in CDS Coordinator's office)
C-15*	11	11	
N. 1	11	TOTAL	
C-115/ C-223	9	9	
N. 2	9	TOTAL	
TOTAL	20 SHADED BOXES	20 SHADED BOXES	

* Denotes HQDA Core Compliance Item

ADD TO CDC AND FCC SCORE BELOW

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST:	S Powell

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

O. CHILD DEVELOPMENT SERVICES PROGRAM TALLY SHEET

INSTALLATION: Fort Monroe

Complete one checklist for all CDS

BUILDING NUMBER/ADDRESS: 245	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE: 4-22-04
CDS COORDINATOR: Susan Searles		TELEPHONE: 788-
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST: Teresa Frazier		TELEPHONE:

C-2*	15	15	
C-3*	20	19	
C-4*	15	15	
C-5	15	15	
C-6	5	5	
C-9	5	5	
C-10	5	5	
C-13	10	10	
C-14	5	5	
C-16	5	5	
[illegible]	[illegible]	[illegible]	

* Denotes HQDA Core Compliance Item

TOTAL	[illegible]	[illegible]	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST:	Teresa Frazier

INSTALLATION CHILD CARE EVALUATION TEAM (ICCET)

CP. FACILITY REQUIREMENTS (CENTERS) TALLY SHEET

INSTALLATION: Ft. Monroe (CDC)

Complete separate checklist for each CDC

BUILDING NUMBER/ADDRESS: 370 Fenwick (#245)	ICCET SELF-STUDY / ICCET INSPECTION (Circle one)	DATE:
CENTER DIRECTOR: Susanne Elsass		TELEPHONE: 788-5958
PRIMARY TEAM MEMBER RESPONSIBLE FOR COMPLETING THIS CHECKLIST:		TELEPHONE:

CRITERIA:	POSSIBLE SCORE:	ACTUAL SCORE:	DOCUMENTATION OF COMPLIANCE CAN BE VERIFIED BY: (ex.: new SOP found in SOP book in CDC director's office)
C-41	1	1	
CP. 1	1	1 TOTAL	
C-42* LT	5	5	
C-43	1	1	
C-44	2	2	
C-45* LT	8	8	
C-47	5	5	
C-50	4	4	
C-51* LT	10	10	
C-53	1	1	
C-65* LT	4	4	
CP. 2	40	40 TOTAL	
C-52	2	2	
CP. 3	2	2 TOTAL	
C-63*	7	7	
CP. 4	7	7 TOTAL	

*Denotes HODA Core Compliance Item LT Denotes Potentially Life Threatening

TOTAL	50	50 TOTAL SHADED BOXES				
TOTAL x 2	100	100 TOTAL	LESS THAN 70 STANDARDS NOT MET	70-80 STANDARDS PARTIALLY MET (MEETS MINIMUM COMPLIANCE REQUIREMENTS)	81-90 MEETS STANDARDS	91-100 FULLY MEETS STANDARDS

SIGNATURE OF PERSON COMPLETING THIS CHECKLIST: David P Cole, P.E.

Child Development Services
Installation Child Care Evaluation Team
Parent Representatives Annual Checklist

During the year...

1. Ask the CDS Coordinator to provide you with the telephone numbers of at least 3 parents who use different CDS programs e.g., CDC, ~~FCC,~~ SPS, Full-Day, part day, extended hours. Find out their perceptions of CDS and how the program meets or does not meet their needs. **Parents Names and Phone Numbers:** Denise Booker-Lowery x 2255 Judy King x 4404 Anna Cortes x 3692	**Parents'Comments:** The parents felt comfortable with the staff and gave them praise. However the parents that have PT/work in the morning are not being well received. The staff is not on time or has questioned the parent if he arrives in BDUs. Accidents were blamed on the child which led to his withdrawl. The director became invdved after the fact. **Date Completed:** 4/23/04
2. Attend a Parent Advisory Council Meeting. Is it effective in raising issues of importance to parents? Do you have suggestions for improving/expanding parent involvement opportunities?	**NOTES:** **Date Completed:**
3. Visit an FCC Home. Talk to the provider about the work she does for children and families. Name of Provider:	**Comments:** N/A **Date Completed:**
4. Visit a Child Development Center. Talk to the direct caregiving staff about the work they do for children and families.	**Comments:** The children are provided books to take home and return the next day. There are events the parents have invited to attend various events and are encouraged to participate.
5. Visit the Central Enrollment Registry. How are parents informed about their child care options? Ask about on-post as well as off-post options including FCC homes and spaces. Is there a waiting list? What are the waiting list policies? What are the priorities for care?	**Comments:** FCC unavailabe at this time, but the parents are provided with names of the providers. References are provided for off post request. Priority list is **Date Completed:**
6. Arrange to attend a CDS management staff meeting to be briefed by the CDS Coordinator and program directors on the ways CDS programs include parents as partners.	**Comments:** **Date Completed:**
7. Complete Installation Child Care Evaluation Team (ICCET) Checklist I, Parent Participation at least during unannounced inspection and preferably also during self-study process.	**Date of Self-Study:** **Date of Inspection:**

Please submit completed checklist to CDS Coordinator to include with other ICCET materials

PARENT REPS SIGNATURE: [signature] DATE: 4/28/04

Installation Child Care Evaluation Team
Parent Representatives Annual Checklist

Additional Comments:

5. cont - is based on status of parents whether they are single or dual military. May be placed on list over the telephone. The parent may visit or observe the staff with prior notice. The parent is welcomed to meet the director for a question and answer session.

PARENT REPRESENTATIVES SIGNATURE:	DATE: 4/28/04