



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD SUITE 20302
ALBANY GA 31704-0302

MCLBAO 1754.1B
CO0001

JUL 12 2018

MARINE CORPS LOGISTICS BASE ALBANY ORDER 1754.1B

From: Commanding Officer
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR CHILD AND YOUTH PROGRAMS

Ref: (a) MCO 1710.30
(b) NAVSO P3520

1. Situation. The revised manual is reflective of numerous changes within the organization. Accessibility to affordable/safe Child and Youth Programs (CYP) is a major contributor to personal and family readiness aboard Marine Corps Logistics Base (MCLB) Albany.

2. Cancellation. BO 1754.1A.

3. Mission. To provide assistance to families in locating quality/affordable child care services and to provide general operation policies, regulations and procedures for the administration and use of MCLB Albany's CYP, in accordance with the references.

4. Execution

a. Commander's Intent. To ensure CYP services are provided in a variety of settings on the installation. Programs which currently support the mission include the Child Development Center (CDC), School Age Care (SAC), Short Term Alternative Child Care (STACC), and Resource and Referral (R&R).

b. Concept of Operations. Presently, there are four CYP components authorized to operate aboard MCLB Albany, subject to the provisions of the references under the cognizance of the Director, Marine Corps Community Service. These components include:

(1) A CDC for children 6 weeks to 12 years of age, for full time, part time, hourly and school age care.

(2) SAC for children 5 to 12 years of age, which includes before and after school programs.

(3) STACC that helps to meet the demand for occasional child care and special needs care.

(4) R&R which serves as the central enrollment registry to all eligible patrons seeking programs for their children. The R&R

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Coordinator shall also track and monitor vacancies and waiting lists for the CYP.

5. Command and Signal

a. Command. This Order is applicable to all commands and organizations aboard MCLB Albany.

b. Signal. This Order is effective the date signed.



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