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ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT  
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WASHINGTON DC 20310-0600

DAIM-FD

OCT 19 2004

MEMORANDUM FOR RECORD

SUBJECT: Army Standards for Child Development Centers

1. The Army Facilities Standardization Committee (AFSC) has approved the attached Army Standards for Child Development Centers (CDCs) for school-age children. These standards are effective immediately and must be applied to construction of new CDCs for school-age children on all Army installations. The AFSC must approve any planned deviation from the Army Standards.
2. The objective of these new Army Standards is to provide criteria and guidance for the planning, programming, design, and construction of an Army Child Development Center that will meet the needs of school-age children primarily between the ages of 6-10. These standards provide the functional relationships needed to design the CDC and the associated outdoor activity area.
3. These mandatory Army Standards are being incorporated into a Standard Design that will provide floor plans and design criteria. The Army Facilities Standardization Subcommittee (AFSS) will soon issue the Standard Design. The AFSS must approve any planned deviation from the Standard Design.
4. The co-chairs for the Facilities Design Team (FDT) for CDCs for school-age children are Ms. Linda Harwanko, OACSIM/CFSC-CYS, 703-681-5384, [linda.harwanko@cfsc.army.mil](mailto:linda.harwanko@cfsc.army.mil); and Mr. Martin Schroeder, SFIM-MWR, 309-782-8293. The FDT POC at USACE Center of Standardization for Child Development Centers is Mr. Marcus J. Searles, CEHNC-ED-CS-A, 256-895-1672, [marcus.j.searles@hnd01.usace.army.mil](mailto:marcus.j.searles@hnd01.usace.army.mil)

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Encl

**The Army Standard for Child Development Center Construction**  
**(for school-age children)**  
**October 2004**

Standard Child Development Center Designs for children, generally between the ages of 6-10, have been developed to support the needs of school-age children. Designs provide the mandatory configuration, functional relationships, and associated outdoor activity space. Facility designs are provided for the following child capacities:

- 60-75 child capacity (wing addition)
- 105-135 child capacity
- 150-180 child capacity
- 195-225 child capacity

The Army Standards for Child Development Centers for school-age children are as follows and are based on Army Baseline Standards, DoD requirements for certification and the National AfterSchool Association standards required for accreditation.

<b>Item</b>	<b>Criteria</b>
Central Counter/Reception Desk	Must have central counter for clerk to view/observe the flow of children, parents and visitors. A small area designated behind the reception desk to serve as a rest area for sick children. The configuration and functional relationship between the main entry and the central counter/reception desk must be maintained.
Patron/Visitor Waiting Area	Must have a waiting area for parents and visitors adjacent to the central counter/reception desk.
Director's Office	Must be located across from the central counter/reception desk and directly accessible from the waiting area.
Training Area	Must have a Training Area in all facilities with the exception of the 60-75 capacity facility wing addition. Training area includes a minimum of two workstations with computers and internet connectivity.
Staff Lounge	Must be provided in all facilities except for in the 60-75 capacity wing addition. Staff lounge must be located adjacent to the Training Area. Must include counter space with a sink and refrigerator. Must provide for a space within or near the lounge for staff to secure belongings.

Staff/Visitor Restrooms	Must have handicapped accessible restrooms in the entry/lobby of the facility for use by parents, visitors, and staff. These restrooms must be separate from those used by children.
Computer Lab	Must have computer lab strategically located adjacent to the entry area. Minimum of 525 square foot area for 15 children (35 sq ft per child). This space must accommodate 15 computer workstations. In the 75 capacity wing and the 135 capacity facility this area dual functions as a Computer Lab and Homework Center with 7 computer workstations.
Homework Center	Must provide for a self-contained area adjacent to the Computer Lab in the 180 and 225 capacity facility. Provide for a minimum of 525 square foot area for 15 children (35 sq. ft. per child).
Activity Rooms	Must provide activity rooms to be used for multiple activities such as arts/crafts, science, performing arts/drama, skill-building classes. club meetings, etc. Activity rooms to have a minimum of 675 square feet for 15 children each (45 sq. ft. per child).
Open Activity Area(s) (Atrium)	Must have an open activity area adjacent to the Teaching Kitchen in the 135, 180 and 225 child capacity facilities. Each open area provides a 40 foot X 16 foot area or 45 square feet of space for 15 children. Circulation space: 2438 mm (8') to provide a minimum of 1830 mm (6') clear for circulation around activity areas to meet egress requirements. Clerestory windows provide natural lighting into the area. Skylights are not an acceptable means of meeting the natural lighting requirements.
Commercial Grade Kitchen	Commercial grade kitchen must be provided in the 135, 180 and 225 child capacity facilities. Kitchen must include a dry storage area. A pass-through window between the kitchen and teaching kitchen will be provided.

Teaching Kitchen	Must have a teaching kitchen in all CDC for school-age children. Teaching kitchen must be adjacent to the commercial grade kitchen. Teaching kitchen area is incorporated into an activity room in the 75 child capacity wing.
Multi-Purpose Room	Must include a multi-purpose room 319.5 sq. meters (3439 sq. ft) for school-age children with an electrically operated drop divider curtain in the 135, 180 and 225 child capacity facilities. For the 75 child capacity wing the multi-purpose room will be 209 sq. meters (2250 sq ft). Provide unmarked athletic flooring and a 1525 mm (5') high shatterproof mirror applied to exterior wall.
Storage Rooms	A large storage and issue room adjacent to the multi-purpose room and accessible from the interior as well as exterior with roll-up doors is required. An additional storage area is provided for the 135, 180 and 225 child capacity facilities.
Male/Female Toilet Areas for Children	Separate male and female toilet areas for children in the program are required. One toilet and one sink per 18 school-age children is required.
Janitorial Closet	A janitorial closet is required adjacent to the children's toilet areas.
Laundry Room	Must provide space for one residential grade washer and dryer. Dryer to be vented to the outside.
Vision Panels	Vision panels are interior windows that are integral to visual monitoring and provide an additional risk prevention measure. Vision panels must be provided and locations are indicated on the floor plans.
Intercom System	Must have a two-way intercom system capable of allowing program staff to only communicate with the main reception desk.
Video Monitoring Security System/Closed Circuit Television (CCTV)	Must have video monitoring system to deter and reduce the risk of child abuse and protect staff from unwarranted allegations of abuse. Location of and type cabling to support the system is specified in the design booklet.

Outdoor Activity Area	<p>Outdoor activity space must be provided to support wide range of program activities. Outdoor activity space for children must consist of the following:</p> <ul style="list-style-type: none"> <li>* Hard surface area</li> <li>* Open field area</li> <li>* Shaded area</li> <li>* Swings</li> <li>* <i>OPTIONAL</i>: Age-appropriate play structure</li> </ul> <p>Hose bibs, water fountains, and out-door electrical outlet are required. Outdoor Activity Area must be fenced. All fencing must be vinyl coated chain-link security type.</p>
Parking	<p>Parking for patrons and staff is required. Provide a sidewalk that leads from the car directly to the front entry without crossing traffic lanes. School buses to deliver and pick up children curbside on sidewalk that leads directly into the facility.</p>
Service Road/Drive	<p>Service road/drive must be provided on the side of the building adjacent to the mechanical room, providing vehicular access to the kitchen service entry, mechanical yard, electrical room and storage room. The service drive will have a controlled access point with a controlled structure.</p>
Controlled Security Access	<p>A security system must be installed to facilitate entry into the facility (e.g. buzzer).</p>
HVAC	<p>HVAC units will provide heating and air conditioning for the entire facility excluding the Mechanical and Electrical Rooms which require only heating. A system with zoning flexibility must be provided.</p>

## **BACKGROUND**

**Applicability:** These criteria apply immediately to all new MCA funded Child Development Centers (for school-age children 6-10 years of age) using one of the four new standard designs (2004). The new standard Child Development Center designs are as follows: 1) 60-75 child capacity wing addition, 2) 105-135 child capacity center 3) 150-180 child capacity center and 4) 195-225 child capacity center for school-age children 6-10 years of age. The configuration and functional relationships are mandatory and shall be retained.

### **General Design Philosophy:**

Two cornerstones of the Army's Child and Youth Services Mission are availability and predictability of programs and services. School-Age Programs, for children between the ages of 6-10, may be offered before school and after school during the duty day, summers, school out days and holidays. Historically, participation increases during the summer program.

School-Age Programs support readiness and well-being of families by reducing the conflict between military mission requirements and parental responsibilities.

In concert with the Department of the Army's Standardization Program and to provide predictability and consistency for both mobile Child and Youth Services staff and children - regardless of location - three facilities are designed to accommodate a maximum of 135, 180, or 225 children through programming options. In addition, an optional wing is designed for a maximum of 75 children that is intended to be an addition to an existing facility.

The overall objective is to provide Standard Designs to complement and support the programmatic objectives and to provide a safe, secure, and age appropriate indoor and outdoor activity space. The Standard Design and the associated outdoor activity space provide the user with the mandatory functional and spatial relationships needed to meet the Army Baseline Standards, DoD Certification and accreditation standards of the National AfterSchool Association.

The design goal results in facilities that are child friendly, that support risk management, and are easily adaptable for staff, and relatively maintenance free.

## **GUIDANCE**

**Facility Site** – The Child Development Center (CDC) will be sited a minimum of 45 meters (150') from the installation perimeter and 25 meters (82') from trash containers, roadways and parking lots. If these standoff distances are not provided, the CDC will be hardened as described in the “DoD Antiterrorism Minimum Construction Standards for Buildings”.

**Grading** – The site will be graded to drain away from the new structure to existing drainage ditches or storm drain systems.

**Utilities** – All utilities, except storm water, will be routed from the new structure underground to the existing source.

**Landscaping** – Irrigation of turf and significant landscaping may be required in geographical area which are arid. Landscaping is an important tool in the implementation of Force Protection measures. Landscaped earth berms shall be used to provide an attractive natural barrier. Shrubs, bushes, trees, flowers, etc. used around the CDC and outdoor activity area shall be evaluated for potential hazard or toxicity. No toxic chemicals or herbicides shall be used to clear the site of unwanted irrigation.

**Interior Color Scheme** – Interior colors will be low maintenance neutrals to mitigate visual clutter and provide a backdrop for colorful artwork.

**Casework** – Provide for solid surfacing counter tops and high quality cabinets.

**Exterior Windows** - Exterior windows at ground level shall be double hung aluminum windows with insulated glass. Windows to open from top only. Bottom sash shall be permanently fixed in a closed position.

**Life Safety** – The building fire protection system, shall be designed in accordance with the applicable standards contained in the National Fire Protection Association (NFPA) Life Safety Code 101 and the Unified Facilities Criteria (UFC) 3-600-01, Design: Fire Protection Engineering for Facilities. The CDC shall be protected throughout by an approved automatic wet pipe sprinkler system.

**Accessibility** – The CDC shall be designed in compliance with the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities.

**Signage** – The facility can be identified as a “School-Age Center”. The installation or community name or geographic location of the facility may be used for public identification purposes. Location of sign is a site-adapt issue. According to the approved Army Installation Design Guide Standards, building number will not be displayed/located on the outside of the building.

Antiterrorism/Force Protection – The most current guidance has been incorporated into the site layout and standard design. To protect the facility and its occupants, consider a natural approach without degrading the visual surroundings as a method of protection.

Features shown in the Standard Design, such as clearstory windows for enhanced interior natural lighting, shall be considered major design elements for all projects. Other features to include the Open Activity Area(s), solid surfacing counter tops and high quality cabinets were addressed during the Value Engineering (VE) Study. The items were evaluated and determined to offer “value” to these facilities and should not be eliminated by future VE studies or suggestions.

Additional guidance is provided in the Standard Design Package.

