

## 740 74 CHILD DEVELOPMENT CENTER (sq.m./SF)

Project Review: EFD -- NAVFAC HQ. 20 -- Bureau of Naval Personnel (BUPERS) code N-656D  
Commandant of the Marine Corps (CMC) code LFL  
Design Criteria: Mil-Hdbk-1037/2A, Navy OPNAVINST. 1700.9D Oct 94 "Child Development Programs"  
Marine Corps. MCO 1710.30C with Ch-2 Apr 95 "Child Development Services (USMC)"

**CHILD DEVELOPMENT CENTERS (CDC)** may be established as required to provide child care/development for full-day, part day, and hourly care for the following age groups:

<b>Infants</b>	6 weeks – 12 months
<b>Pre-toddlers</b>	13 months – 24 months
<b>Toddlers</b>	25 months – 36 months
<b>Preschool Age</b>	3 – 5 years
<b>School Age (optional)</b>	6 – 12 years*

\* Only in areas where local public schools do not offer before and/or after school care.

1. **Capacity** shall be determined by actual count of **Military Dependents** through age 5 receiving installation support that will be using the facility. Questionnaire, survey, documented historical data or similar process must determine actual count. **Dependents of Civilian Employees** through age 5 may be included as per DOD Instruction 6060.2 "Child Development Programs" of January 1993. Justification remains the responsibility of the sponsoring command with requirements based on **regional and local needs**. Adjust the figures for any projected increase/decrease in military/civilian employee population, **regional commander's initiatives** or mission changes.

2. **New Activities** having no historical back-up for capacity: Determine the total number of married military families receiving direct installation support and multiply by 15 percent, plus the number of children of single parent military families receiving direct installation support. When including dependents of civilian employees, determine the total number of civilian employees and multiply by 2.5 percent.

3. **Space allowances** provide for infant, pre-toddler, toddler, and pre-school age activity rooms/spaces, lobby/reception, food service/kitchen, staff training/lounge/curriculum development spaces, offices, laundry, toilets, janitor closet(s), and storage.

a. Child Development Centers will fall into one of the following three sizes:

Small CDC	25 to 104 children
Medium CDC	105 to 200 children
Large CDC	201 to 305 children

The maximum capacity for a center is 305 children. When a need exists for more than **305 children**, consideration should be given to establishing additional centers.

b. **Table 740-74** provides a worksheet to determine the space allowance for the Child Development Centers based on the number of children. Office space should only be provided for those programs offered in the CDC facility.

c. **Entrance Canopies** may be provided for pickup and discharge of passengers in inclement weather regions.

d. **Outdoor Covered Play Space(s)** may be provided in high temperature areas and **inclement weather regions**.

e. **Outdoor Playground Toilet Facilities** may be provided for toddler and preschool/school age playgrounds.

f. **Outdoor Playground Areas** are based on **9 sq.m. (100 SF) per child up to 100 children**. When **greater than 100 children, add 5 sq.m. (50 SF) per additional child**. Play areas shall be located immediately adjacent to the CDC **with direct access from Activity Rooms**.

**4. NFADB Property Record Purposes:** The one-half of the covered entrance canopy space and one-half of outdoor covered play spaces should added to the total building gross square footage.

## Table 740-74 Child Development Center Space Allowance Worksheet

	SMALL 25- 104				MEDIUM 105 - 200				LARGE 201 - 305			
<b>Work Areas</b>												
<b>Reception</b>												
Entry vestibule	50				50				50			
Lobby/Waiting Area	75				100				125			
Public toilet (handicap accessible)	60				60				60			
Reception Area (includes isolation area, cctv, storage)	150				175				200			
<b>Offices</b>												
Child Development Program Administrator	106				106				106			
Director	106				106				106			
Training & Curriculum Specialist	106				106				106			
Staff Lounge/Training Room	250				350				450			
Family Child Care Director	106				106				106			
Family Child Care Monitor, 50 sf/ PN	50				100				150			
Family Child Care Resource Library	100				200				300			
Resource and Referral	106				106				106			
Other Office Space, 50 sf/pn	50				100				150			
<b>General</b>												
<b>General Storage</b>	100				200				300			
Outdoor Storage Shed	200				300				400			
Staff Toilets	50				100				150			
Kitchen And Pantry (optional)	275				525				800			
Laundry	100				150				180			
Janitor Closet	40				60				80			
subtotal, NSF	2,080				3,000				3,925			
GSF (1.33)	2,766				3,990				5,220			
<b>Activity Rooms</b>	suggested number of activity rooms	actual number of rooms required (2)	GSF per activity room	GSF required	suggested number of activity rooms	actual number of rooms required (2)	GSF per activity room	GSF required	suggested number of activity rooms	actual number of rooms required (2)	GSF per activity room	GSF required
Infant Room (8 children, 6wks - 12mo)	1 @ 640	1	x 640 =	640	1 @ 625	1	x 640 =	640	5 @ 625	5	x 640 =	3200
Pretoddler Room (10 children, 12mo - 24mo)	2 @ 600	2	x 600 =	1200	3 @ 585	3	x 600 =	1800	7 @ 585	7	x 600 =	4200
Toddler Room (14 children, 25mo - 36mo)	2 @ 840	2	x 840 =	1680	3 @ 820	3	x 840 =	2520	5 @ 820	5	x 840 =	4200
Preschool Age Room (24 children, 37mo - 5yrs)	2 @ 1,440	2	x 1,440 =	2880	5 @ 1,405	5	x 1,440 =	7200	5 @ 1,405	5	x 1,440 =	7200
Multi-age Rooms (optional, 30 children, 5yr & up)	0 @ 1,800	0	x 1,800 =	0	0 @ 1,755	0	x 1,800 =	0	0 @ 1,755	0	x 1,800 =	0
subtotal, GSF	6,400			6,400	12,160			12,160	18,800			18,800
subtotal GSF, with actual net to gross of 1.3	9,166				16,150				24,020			
5-10% for equipment space and storage space	917				1,615				2,402			
<b>TOTAL BUILDING GSF</b>	10,083				17,765				26,422			

### Total Requirement = Building GSF + 5-10% Equipment Space (1)

**Notes:**

- (1) Add an additional 5-10% (dependent on local conditions) of the building gross square footage to provide space for mechanical, electrical and communications equipment.
- (2) Suggested room size is based on staff:child ratios; however, if the CDC requires infant room to accommodate 12 infants, use 1.5 as actual number of activity rooms required .

pg 4, 29, note\* excludes toilet areas, closets and built-ins

(8 PN x 60 NSF) x 1.33 GSF/NSF = 638, say 640 GSF  
 (10 PN x 45 NSF) x 1.33 GSF/NSF = 598, say 600 GSF  
 (14 PN x 45 NSF) x 1.33 GSF/NSF = 838, say 840 GSF  
 (24 PN x 45 NSF) x 1.33 GSF/NSF = 1436, say 1440 GSF  
 (30 PN x 45 NSF) x 1.33 GSF/NSF = 1796, say 1800 GSF