

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

INCIRLIK AIR BASE INSTRUCTION 34-266

15 JULY 2010

Certified Current on 1 April 2014
Services



**GUIDANCE ON FITNESS CENTER
PARENT CHILD AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and Forms are available on the e-publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 39 FSS/FSVS

Certified by: 39 FSS/CC
(Lt Col James Turner)

Pages: 4

This instruction implements Air Force Policy Directive (AFPD) 34-2, *Managing Nonappropriated Funds* and references Air Force Instruction (AFI) 34-266, *Air Force Fitness and Sports Programs*. This instruction provides guidance on policies, procedures and responsibilities for the parent-child area located in the Incirlik Air Base Fitness Center. This publication applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

1. General:

1.1. Goals and Objectives: The parent-child area (PCA) is offered as a convenience for Sports and Fitness Center patrons so that adults may exercise without worrying that their children will be hurt by adult exercise equipment and so that children can learn the importance of exercise and develop motor skills. The rules for using the PCA are designed to make it a positive experience for everyone.

2. Responsibilities:

2.1. Sports and Fitness Center Director will:

- 2.1.1. Ensure a clean, safe environment is maintained at all times.
- 2.1.2. Ensure hourly safety checks are conducted in the playroom.
- 2.1.3. Ensure staff are trained on playroom policies and procedures.

2.2. Sports and Fitness Center staff will:

- 2.2.1. Maintain sanitation and safety of the playroom.
- 2.2.2. Follow playroom policies and procedures at all times.
- 2.2.3. Ensure parents adhere to all rules.

2.3. Parents:

- 2.3.1. Parents are responsible for the safety and control of their children at all times.
- 2.3.2. Parents must maintain line of sight with their children during their workout.
- 2.3.3. Parents are encouraged to bring any questions or concerns to staff members.

3. Policies and Procedures:

3.1. Play room environment/equipment maintenance.

- 3.1.1. Temperatures between 68 degrees and 85 degrees Fahrenheit must be maintained; the room will be closed immediately if the temperature exceeds this range.
- 3.1.2. The room must be well ventilated and without drafts.
- 3.1.3. Physical aspects of the room must be designed to protect the health and safety of the children.
- 3.1.4. Bare floors must be smooth, washable and free of hazards. Walls must be cleanable and free of hazards.
- 3.1.5. Sanitation: Equipment used by children must be washed/disinfected daily and any other time when they become soiled. Clean with mild soap and water or an antibiotic spray cleaner and rinse thoroughly.
- 3.1.6. Carpets must be vacuumed each day and shampooed or steam cleaned at least monthly.

3.2. **Safety:**

- 3.2.1. Maximum occupancy in the children area is 8 total.
- 3.2.2. Play Equipment:
 - 3.2.2.1. Must be appropriate and support children's development. Small toys or other objects that could become choking hazards to toddlers should not be introduced to the play area.
 - 3.2.2.2. Must be type and size recommended by the manufacturer for the age of the children using it. Furniture must be durable, safe, and scaled for the age, size and activities of the children using it. Any toy not recommended by the United States Consumer Product Safety Commission will be removed.

- 3.2.2.3. Openings in equipment should be less than 3 inches or more than 9 inches to avoid entrapment of child's head.
 - 3.2.2.4. Equipment must be padded.
 - 3.2.2.5. Equipment must be kept in good repair.
 - 3.2.2.6. Ground level electrical outlets, except those with built-in protection, must be covered with protective caps in rooms used by children 5 years and under.
 - 3.2.2.7. Hazardous items will not be taken into the child play area.
- 3.3. **Authorized Play Room Patrons:** Children ages six months to nine years may play in the play room under the supervision of an adult. Adults working out in the play room are responsible for their children. Only children whose parents are eligible to use the Sports and Fitness Center are allowed.
- 3.4. **Guidelines for Use:** The play room is open, free of charge, during normal Sports and Fitness Center hours. A parent must provide supervision at all times. The televisions provided are for rated "G" programming only. Child appropriate stations are required at all times and only child-friendly Digital Video Discs (DVD) are authorized.

4. Prescribed and Adopted Forms.

4.1. Prescribed Forms:

4.1.1. No Forms Prescribed.

4.2. Adopted Forms.

4.2.1. AF Form 847, *Recommendation for Change of Publication*.

ERIC A. BEENE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References:***

AFI 34-266, *Air Force Fitness and Sport Programs*, 24 September 2007

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 34-2, *Managing Nonappropriated Funds*, 07 January 1994

Abbreviations and Acronyms:

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPD— Air Force Policy Directive

AFRC— Air Force Reserve Command

AFRIMS— Air Force Records Information Management System

ANG— Air National Guard

DVD— Digital Video Disc

OPR— Office of Primary Responsibility

PCA— Parent Child Area

RDS— Records Disposition Schedule