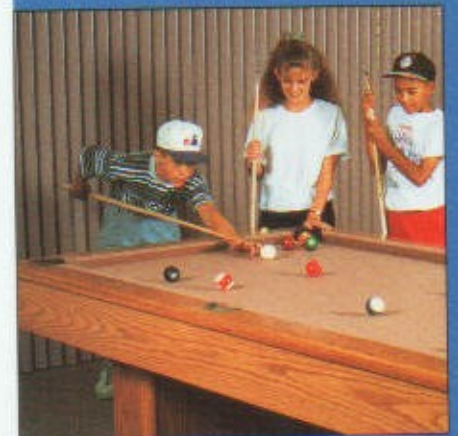
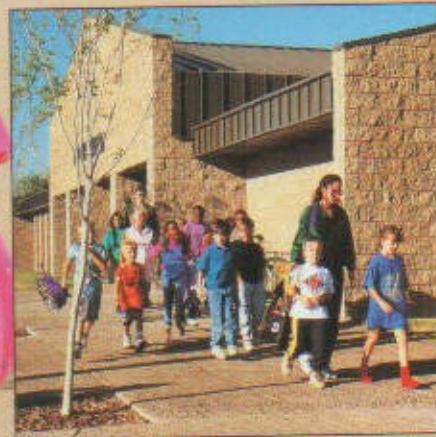
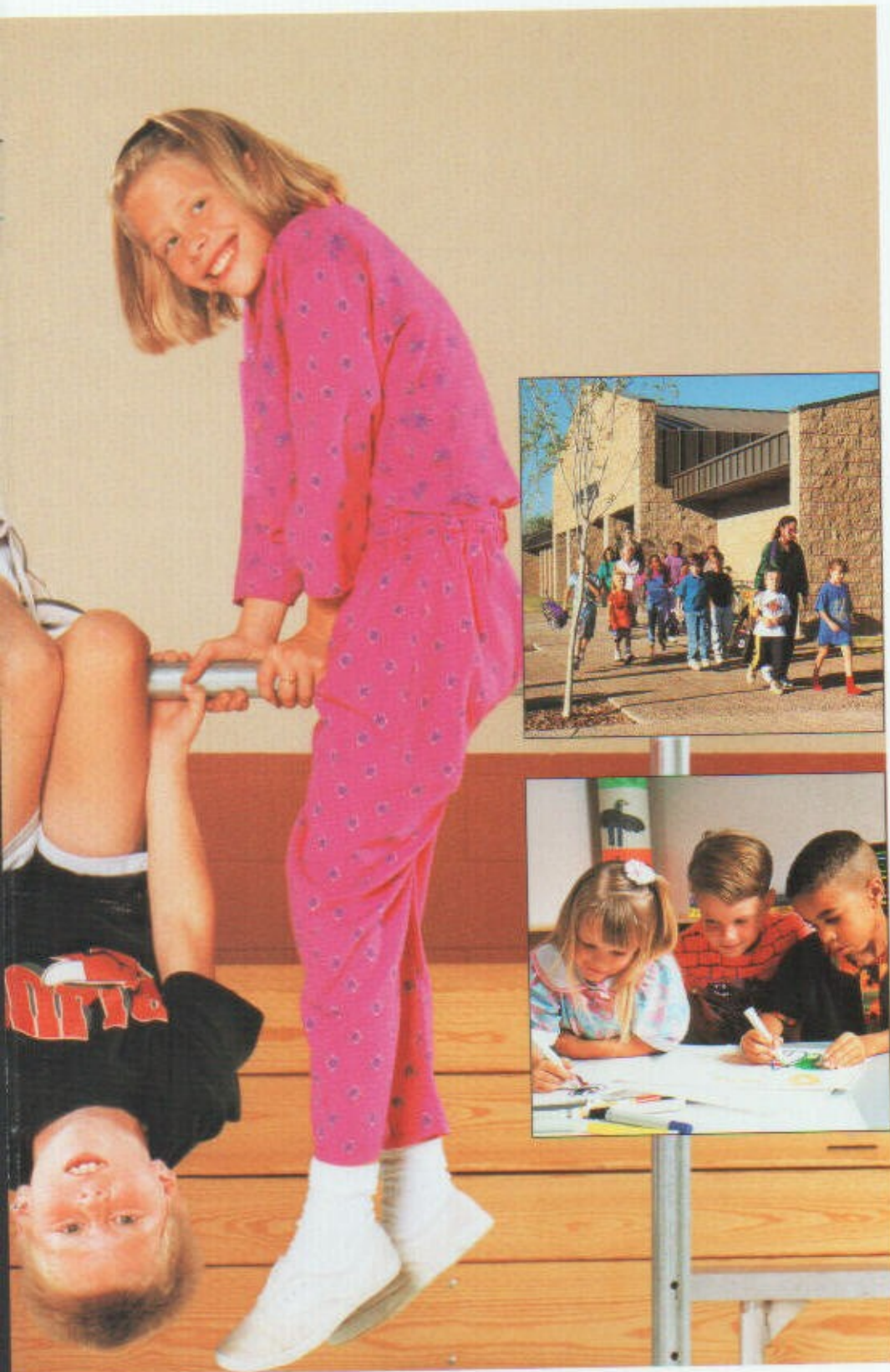


AIR COMBAT COMMAND YOUTH CENTER STANDARDS AND FACILITIES GUIDE



doing good things for people

LETTER FROM THE COMMANDER



1

Youth Centers serve as an important element in improving the quality of life for Air Force members and their families. The wide variety of activities offered to children and their parents enhance family well-being.

Use this guide to identify improvements for facilities and programs, expand services, and improve overall customer service. The challenge is to meet the high expectations of our customers; the children and their parents. Innovative programs that attract, excite, and appeal to a wide variety of patrons are the focus of our youth programs.

I charge commanders at all levels and youth center directors and staffs to use this guide to measure their youth center against ACC standards and take actions necessary to provide quality activities and service. Continuous improvement in youth centers is the process to ensure that quality youth programs meet or exceed our customers' expectations.

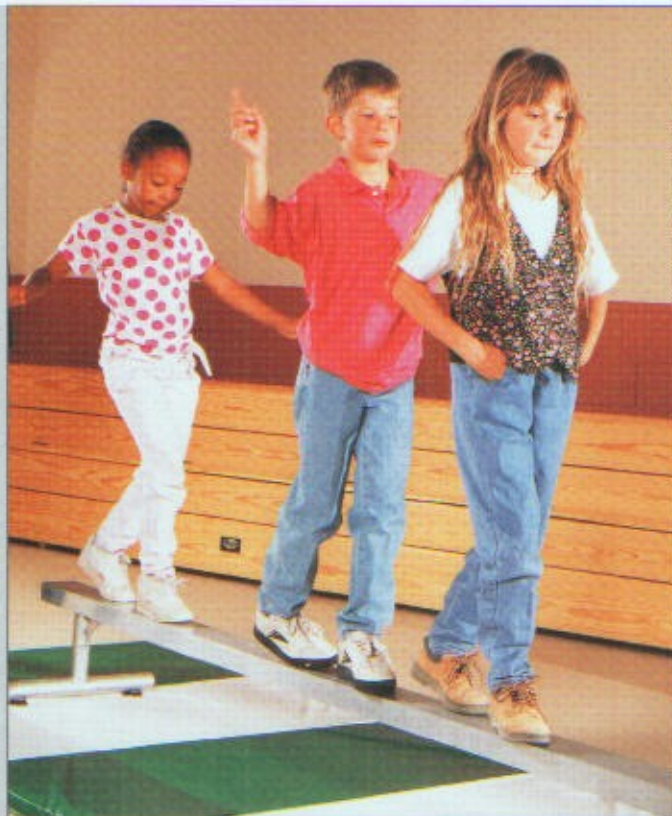
A handwritten signature in black ink that reads "John M. Loh".

John M. Loh
General, USAF
Commander

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YOUTH CENTER PROGRAMS

ACC Youth Center programs provide comprehensive activities for school-aged children that include developmental, social, recreational, cultural, educational, instructional, and sports and fitness skills. These activities contribute to the personal growth and physical and mental development of our youth, provide for family well-being, and contribute to work force productivity.



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FIRST IMPRESSIONS



3

ACC Quality

"Continuous improvement and the fullest utilization of our existing resources are vital aspects of our quality program."

- Location Diagram
- Parking
- Building Entry
- Landscaping

The FIRST IMPRESSION should encompass the aesthetics of the center and the safety of the visitor.

Safety is emphasized by locating the drop-off area separate from the parking lot, placing bicycle racks away from traffic, and providing an identifiable, secure building entrance.

Of equal importance is the building's appearance. Landscaping needs to be attractive and maintained. The building exterior should be compatible with surrounding architecture, but clearly identified as a Youth Center.

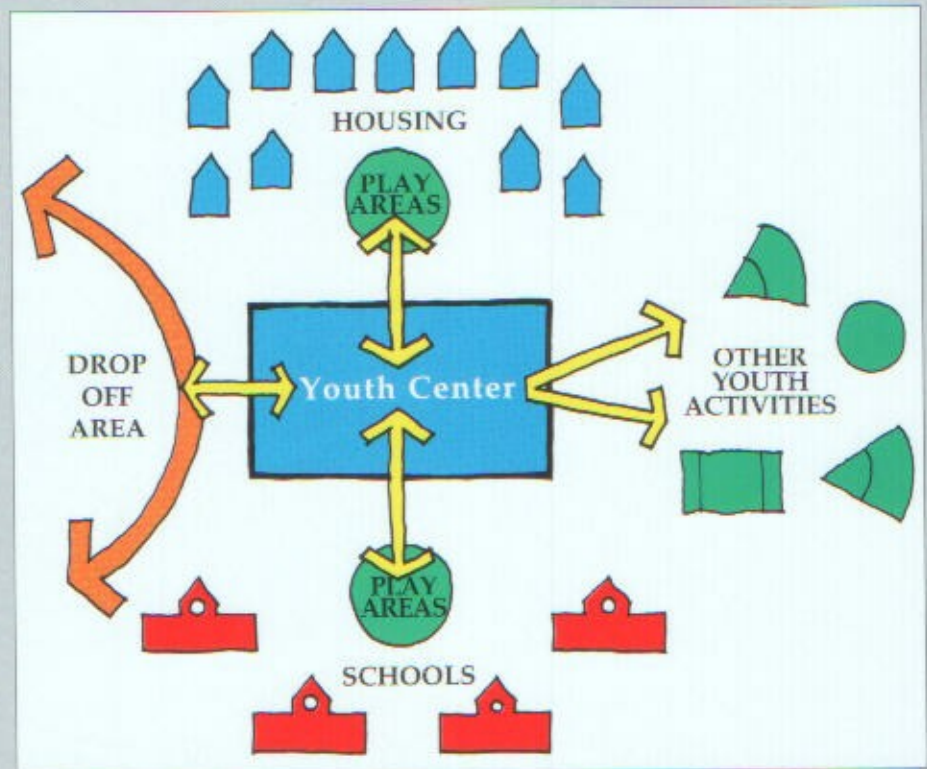
The Youth Center is an integral part of the base living community, convenient to housing, schools and other recreational activities.



1

LOCATION DIAGRAM

- Select sites and facilities for youth centers near housing areas, schools, and other youth activities.
- Avoid locating youth centers near noisy or hazardous locations, such as heavy traffic areas, flight lines or industrial areas.
- Select facilities for renovation that are large and flexible enough to accommodate the full range of youth activities.



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Divide parking lot by using landscaped islands with exterior lighting.

PARKING

- Provide adequate parking for peak patron volume, with properly striped and marked parking spaces for handicapped customers.
- Use curbs for streets and parking, avoid concrete bumper blocks.
- Provide a separate parking area for motorcycles and bicycles.
- Keep parking lot clean and litter free.
- Identify parking areas and drop-off areas.
- Locate parking lot away from front of building and main street.



Design main entrance to be highly visible and attractive.

BUILDING ENTRY

- Keep windows and doors clean, with no clutter in sight.
- Locate trash cans near entry, keeping entrance clean.
- Keep sidewalks clear of grass and debris.
- Place signs and address numbers in accordance with current sign directives.
- Prominently display the hours of operation at the entrance.
- Locate bicycle racks near building entry; provide visual screens.



Enhance building entrance and walkways with landscaping.

LANDSCAPING

- Ensure all site features are safe for children.
- Preserve and use natural site features such as trees, greenery and rocks to enhance the building.
- Use attractive, low maintenance, non-toxic vegetation.
- Use landscape screening, fencing or wall to hide undesirable features.
- Plant evergreens with deciduous trees to provide year round color.

PROGRAM ACTIVITY AREAS



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ACC Style

"Deliver quality products to all our customers. Strive for a culture of continuous improvement. Make it better."

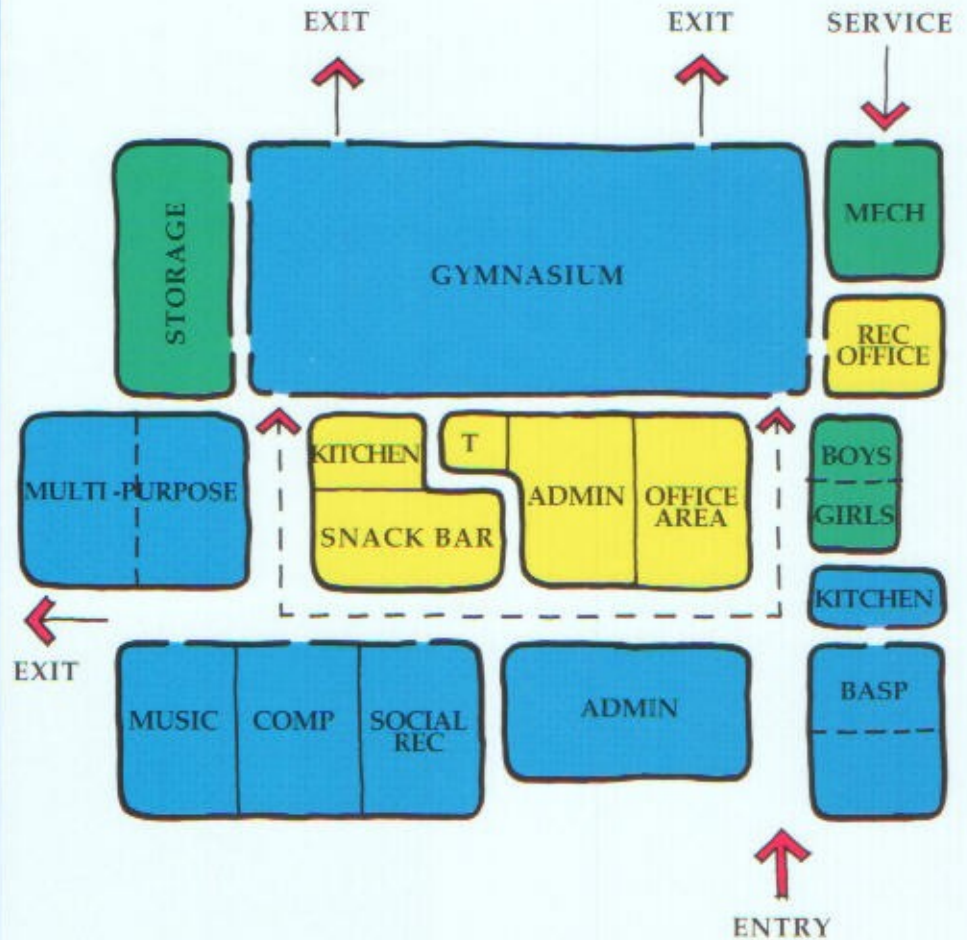
- Building Diagram
- Computer Room
- Music Center
- Multi-purpose Room
- Game Room
- Outdoor Recreation
- Gymnasium
- Before and After School Programs

The ACTIVITY AREAS are the life of the center. Art, fitness, music, drama, and general education are key components of a successful program.

The multi-purpose area is used for art, dance and school work projects. Physical fitness needs are addressed in the gymnasium, games area and outdoor recreation fields. The center should also provide a Before and After School program offering day care services for children with working parents.

Activity areas should be innovative, exciting and fun. Strive to create an environment that encourages participation in the center's activities.





BUILDING DIAGRAM

- Locate office area to allow views of all public areas.
- Place administration area adjacent to the office area.
- Provide office area and administration with a staff rest room.
- Locate Before and After School (BASP) room near office area and building entry for check-in and drop-off convenience.
- Locate a small kitchen with refrigerator, sink, microwave, oven and storage adjacent to BASP for snack time.
- Position gymnasium with direct access to the storage room and exterior exit.
- Place recreation office adjacent to gym to provide a visual link.
- Locate the kitchen/snack bar centrally to service the game room, gymnasium, and administrative/office area.
- Locate music room, computer center, and social recreation area adjacent to one another and near a building entry.
- Allow multi-purpose room to be divided into separate areas for various activities such as learning centers, art and dancing.
- Place rest rooms in close proximity to gymnasium and classrooms.
- Install fire exits and fire alarms per current directives.
- Install closed circuit monitors, centrally located in the administration area, and concave mirrors in each room used by children.

COMPUTER ROOM

- Make computers accessible for the Before and After School program and other youth programs.
- Give students the opportunity to complete homework and to develop or enhance their computer programming techniques.
- Organize the room to allow students to enjoy games or meet with friends to work on class projects.
- Install durable carpeting and wallcoverings.
- Provide marker/chalkboard.



Use quality durable furnishings which accommodate personal computers and equipment.



Install cabinets for storage of games and musical instruments.

MUSIC CENTER

- Provide classroom for music activities, such as private lessons and group participation.
- Soundproof music room walls and ceiling according to current directives.
- Supply musical instruments such as pianos, guitars, and keyboards.

MULTI-PURPOSE ROOM

- Provide a room for various activities such as arts and crafts and table games.
- Install storage cabinets and sink.
- Provide mobiles, plants, bulletin boards, floor pillows and rugs to create an environment which is warm, inviting, informative, attractive and fun.
- Use durable, easily maintained surfaces for walls and floor.



Use folding partitions to divide room into separate activity groups.



GAME ROOM

- Locate near control desk for supervision and video game checkout.
- Locate away from computer and music centers so recreational noise will not interrupt lessons.
- Use durable flooring and wall finishes such as vinyl composition tile and type II vinyl wall covering or a durable washable paint finish.
- Locate pool table in an area with a 12 foot or higher ceiling to discourage holes and marks in ceiling.
- Provide adequate space between game tables allowing simultaneous use.

Provide area for table and video games.



OUTDOOR RECREATION

- Provide playground equipment that meets US Consumer Product Safety Commission requirements.
- Allow for open play areas.
- Provide ball fields for recreation.
- Keep outdoor play areas free of broken glass, rocks, and other hazards such as ruts and grooves.
- Install sprinkler heads at or near ground level.
- Create a safety zone with at least five feet between game boundaries and hazardous objects and walls.

Provide black top area for various outdoor activities.

- Secure goals (soccer, basketball) to prevent injuries; keep area behind goals clear of objects.
- Use padded goal posts, flexible flags, and rubberized sideline markers.
- Ensure bleachers are free from protrusions, sharp edges, and splinters.
- Keep home plate and pitchers' mound flat and stable.

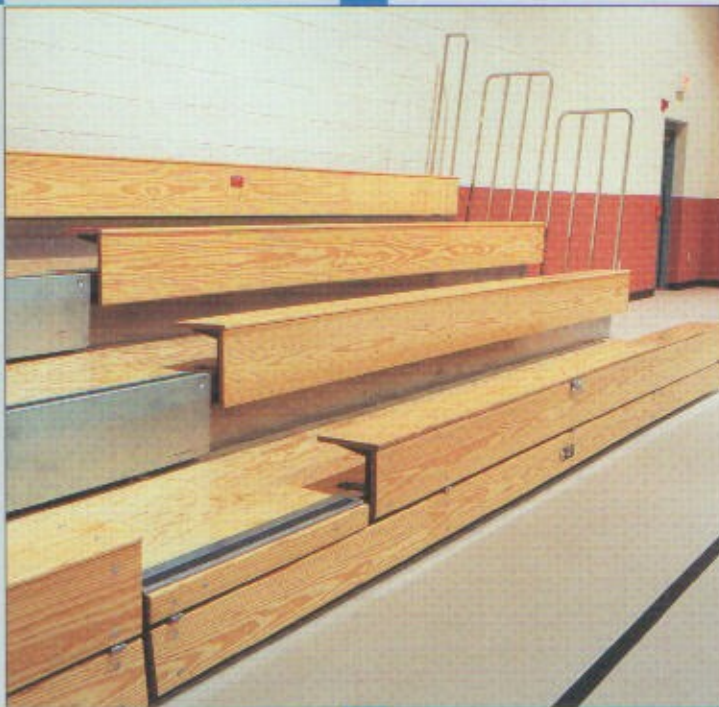
Designate area for high quality, durable and safe playground equipment.





Paint scheme on gymnasium floor to allow for basketball, volleyball and other games.

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Provide rollaway or power-driven bleachers with a smooth, wall-like surface.

GYMNASIUM

- Ensure gymnasium double doors open outward to prevent injuries.
- Install an all-purpose floor to accommodate sports or group activities such as roller skating.
- Finish the lower 10 feet of the walls with materials that can be easily cleaned without harming the finish.
- Install acoustical treatment on ceiling and walls. Avoid materials which chip or break easily; avoid suspended ceilings.
- Provide padded walls behind the basketball goals to reduce injuries.
- Provide adjustable floor fittings that accommodate volleyball equipment.

- Install adjustable goals to allow children of all ages to participate in basketball.
- Install electrical scoreboards and a central sound and public address system.
- Provide storage room with locking double doors opening inward without a threshold.
- Provide protective cages for sprinkler heads to prevent accidental breakage.



Install motor driven room divider to allow multiple activities.



Locate sufficient space accessible from the gymnasium for mat and equipment storage.



Locate recreation office adjacent to gymnasium, providing a visual link.



BEFORE AND AFTER SCHOOL PROGRAMS

- Include toilet facilities, sinks, drinking fountains, cabinets, storage and children's cubbies in the Before and After School Program area.
- Provide vinyl tile flooring for arts and crafts areas, carpet for dramatic play and quiet areas.
- Offer mobiles, non-toxic plants, bulletin boards and floor pillows to create a warm, informative, attractive, fun environment.
- Provide interior viewing windows in all activity rooms for adult supervision.

Provide a spacious room to accommodate various activities.

15



Create an environment that encourages children to read.

Provide flexible space for various group activities.



LEARNING CENTERS

- Provide a multi-functional room divided into learning centers which contain a variety of school aged equipment, furniture, toys and games.

ART AREA

- Provide easels, tables, chairs and shelving units for hobby materials, art projects, mural and easel painting, ceramics, carpentry, and weaving. Locate near water source.

READING/QUIET AREA/HOMEWORK AREA

- Include bookcase, tables and chairs, soft chairs, rugs, appropriate books and magazines. Provide light for reading.

CREATIVE-DRAMATIC AREA

- Provide housekeeping items which are developmentally sized such as tables, chairs, shelving units, stove, and refrigerator. Provide materials and dress-up clothes for dramatic play.

MUSIC AREA

- Offer shelving units with records, tapes and musical instruments. Allow room for dance.

LARGE MUSCLE AREA

- Offer shelving units with a variety of blocks and accessories. Provide storage for outside materials such as bats, balls and other outside activities.

CUSTOMER SERVICE AREAS



ACC Style

"...creating a working climate that inspires trust, teamwork, quality and pride."

- Reception Area
- Social Recreation
- Office Area
- Administration
- Kitchen
- Snack Bar

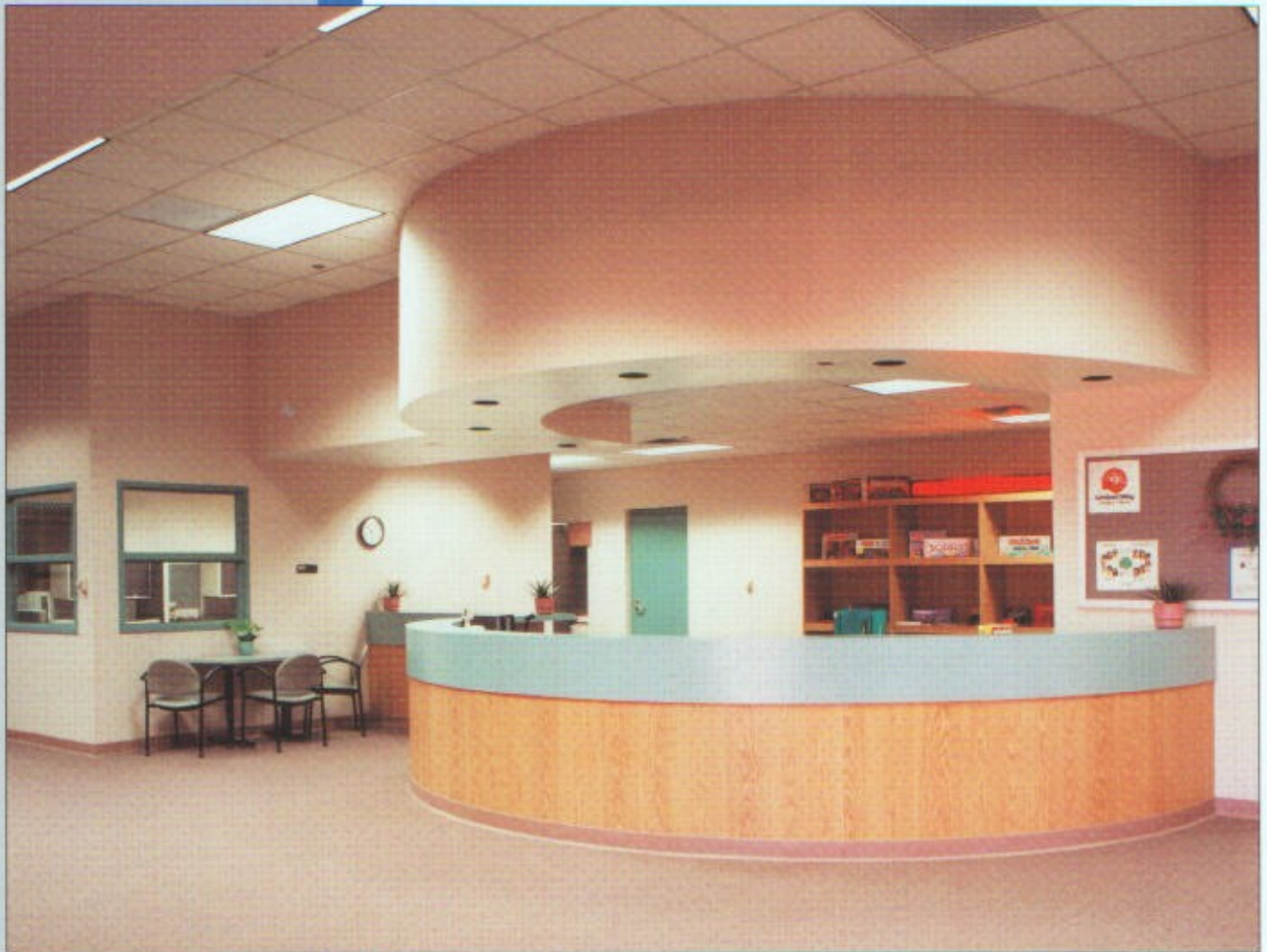
The CUSTOMER SERVICE AREAS are where the visitor and staff interact. These public areas are key components in the Youth Center operation.

The reception area is the organizational hub. This is where children register to participate in Youth Center activities. This area offers a snack bar for refreshments and a television room for social recreation.

These areas support the Youth Center in its daily functions. They offer the customer service necessary to make each child's visit to the Youth Center enjoyable.



3



Provide sign-in and registration area for children.



Provide visual link into all youth areas for maximum adult supervision.

RECEPTION AREA

- Centrally locate reception area for easy identification.
- Provide access for handicapped patrons to all areas of youth center.
- Keep area neat and organized for a professional first impression.
- Provide area for program payments.
- Use rugs, non-toxic plants (real or artificial) and pictures to provide a warm, inviting area.
- Provide child-friendly counter space.



Provide cable television hook-up.

SOCIAL RECREATION

- Provide for social interaction through the use of TVs, VCRs, music, and comfortable lounge chairs.
- Provide seating which is attractive, inviting, and mobile for room arrangement.
- Use upholstery fabrics which are durable, soil resistant and easily cleaned.
- Display pictures that appeal to youth.
- Locate current magazines and educational information near the sitting area.

Arrange seating for television viewing and social interaction.





Install closed circuit television and concave mirrors in each room used by children. Monitor all areas for maximum adult supervision.

OFFICE AREA

- Allow for adequate staff and volunteer work stations.
- Locate office area to provide optimal view of entrances, corridors, and activities.
- Install cabinets and files for storage.
- Provide durable flooring, and quality, functional furniture.



Provide quality, functional office furniture.

ADMINISTRATION

- Provide separate office areas for the director, Before and After School program coordinator, and administrative staff.
- Configure office computers so they can be used in one or more area networks.
- Provide a staff work area for all staff and volunteers incorporating desks, drawers, and large working space.
- Provide personal storage areas for staff and volunteers.
- Install a central telephone system for staff areas.
- Provide visual link between administrative areas and youth recreation.



Furnish kitchen with fire extinguisher.

Install cabinets with doors and drawers for storage.



KITCHEN

- Provide durable finishes on floors and walls.
- Provide microwave, commercial oven with hood, ice machine, prep counter and refrigerator.
- Install areas with counter top at child's level for cooking activities.

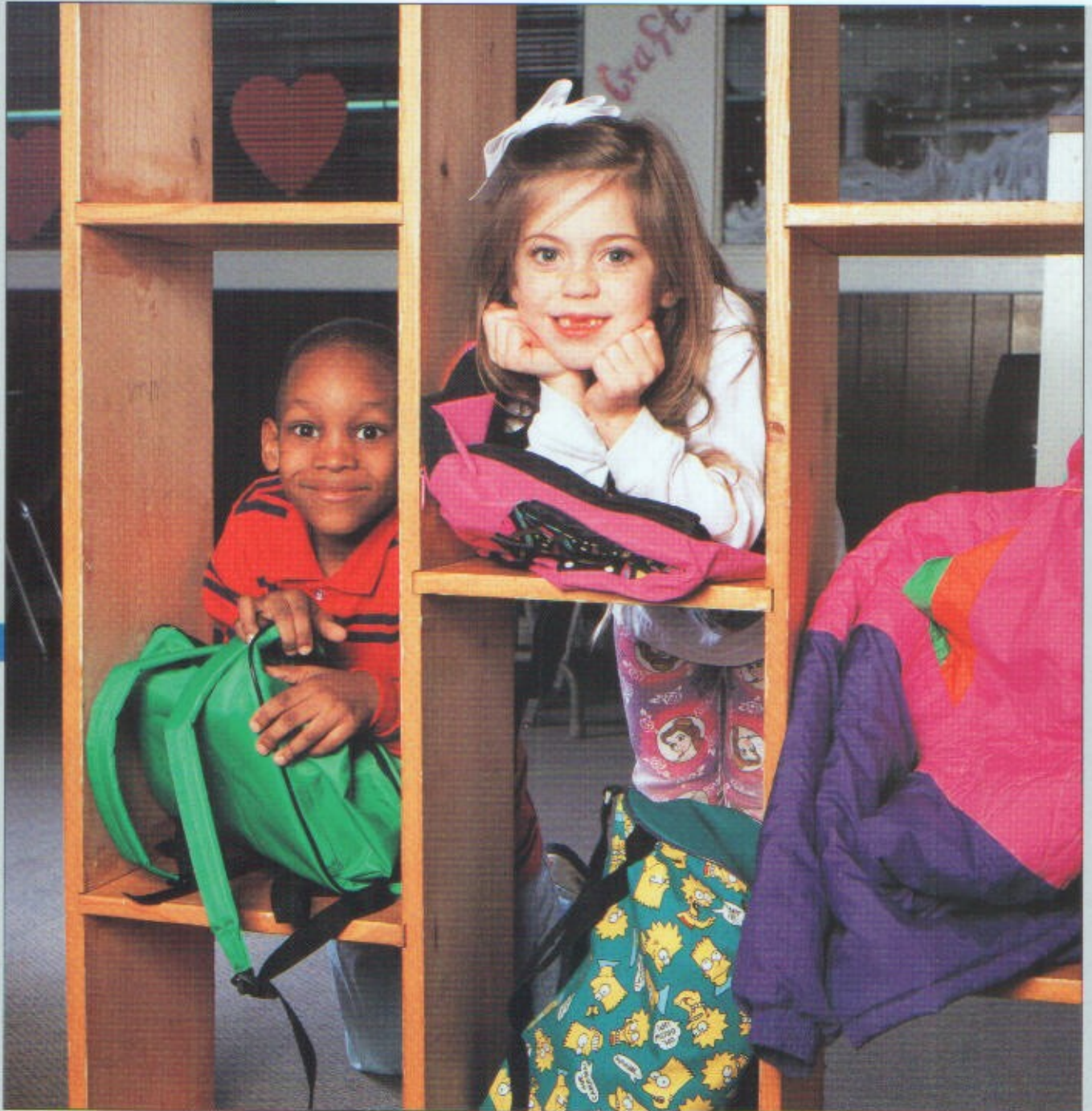


Install durable and easily maintained flooring.

SNACK BAR

- Locate snack bar adjacent to kitchen.
- Provide booths in eating areas.
- Locate vending machine near snack bar area.
- Provide built-in trash receptacles.
- Provide durable finishes on floors and walls, such as Vinyl Composition Tile (VCT) or quarry tile and type II vinyl wall covering or a durable, washable painted surface.

SUPPORT AREAS



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ACC Style

"Deliver quality products to all our customers. Strive for a culture of continuous improvement-make it better."

- Rest Rooms
- Lockers
- Washroom/Storage
- Mechanical

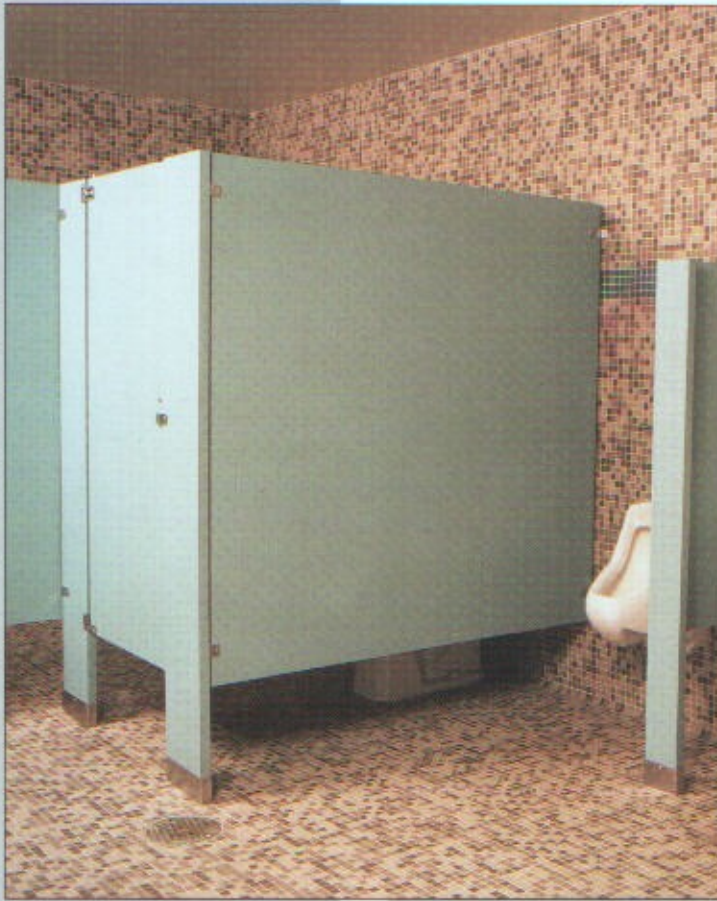
Support areas are provided for the patrons, staff employees, and volunteers.

Rest rooms and lockers are provided for the children. These facilities should be designed with special attention to children's needs. Install lowered sinks and smaller lockers for children's easy access. The staff's washroom and storage area are used for cleaning art smocks, gym towels, and other washable equipment.

Strong support areas assist in managing an efficient Youth Center. These areas contribute to the overall operation of the center.



4



Provide toilet and sink facilities sized for children.



Provide apron at sink to conceal pipes.

REST ROOMS

- Provide dispensers for towels or hand dryers, toilet paper, and soap.
- Provide built-in trash receptacles.
- Provide separate toilet facilities for staff and children.
- Ventilate and soundproof walls and ceiling of rest rooms according to current directives.
- Centrally locate janitorial closets.
- Locate drinking fountains in easily accessible places without causing traffic or safety problems.

25



Locate cubbies in an easily accessible area.

LOCKERS

- Provide youth cubbies or clothes hooks at child's level.
- Use child sized lockers.
- Provide open front lockers.
- Use durable flooring for high traffic area, such as vinyl composition tile.



Install cabinets and shelving for organized storage.

WASHROOM/STORAGE

- Locate storage area near classroom activities.
- Provide outlets for washer and dryer.
- Ensure access to washroom/storage by authorized administration and staff only.

MECHANICAL

- Maintain temperatures between 70-78 degrees Fahrenheit. Provide ventilation through air conditioning, opened windows, or a ventilation system. Install screens on all windows that can be opened to protect against insects.
- Maintain lighting levels between 30-50 foot-candles in general use areas, with 70 foot-candles provided on work surfaces.
- Install protective coverings on radiators, fireplaces, registers, electrical fans, electrical heating units, steam and hot water pipes, and electrical outlets.
- Maintain hot water temperatures at 110 degrees Fahrenheit or less.
- Situate sufficient electrical outlets with protective covers in convenient locations.
- Locate mechanical rooms so the children cannot enter the area.



Design lighting and mechanical systems to complement room decor.

ACC
SERVICES
doing good things for people



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