

CHAPTER 420: CHILDCARE DEVELOPMENT CENTER

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1 PURPOSE AND SCOPE

This document outlines Space Planning Criteria for Chapter 420: Childcare Development Center. It applies to all medical facilities at the Department of Veterans Affairs (VA).

Childcare/Development Centers include care for the following age groups:

- A. Infants: 6 to 26 weeks
- B. Pre-toddler: 6 to 18 months
- C. Toddler: 18 months to 3 years
- D. Preschool: 3 to 5 years
- E. School Age: 6 to 10 years

2 DEFINITIONS

Childcare Development Center Guidelines: All Childcare Centers must meet, as a minimum, state licensing requirements. All design elements must be scaled in accordance with child anthropometric (developmental) references.

Childcare Area: Typical Childcare Areas are Child Activity Areas, Functional Support and Crib area for infants and pre-toddlers.

Space Planning / SEPS

Building Gross (BG) Factor: A Factor applied to the sum of all the Departmental Gross Square Footage (DGSF) in a project to determine the Building Gross Square Footage. This factor accounts for square footage used by the building envelope, structural systems, horizontal and vertical circulation including main corridors, elevators, stairs and escalators, shafts, and mechanical spaces. The Department of Veterans Affairs has set this factor at 1.35 and included guidance in case of variance when developing a Program for Design (PFD) in SEPS.

Department Net to Gross (DNTG) Factor: A parameter, determined by the VA for each clinical and non-clinical department PG-18-9 space planning criteria chapter, used to convert the programmed Net Square Feet (NSF) area to the Department Gross Square Feet (DGSF) area.

Full-Time Equivalent (FTE): A staffing parameter equal to the amount of time assigned to one full time employee. It may be composed of several part-time employees whose combined time commitment equals that of one full-time employee (i.e., 40 hours per week).

Functional Area (FA): The grouping of rooms and spaces based on their function within a clinical service or department.

Functional Area Criteria Statement (FACS): A verbalized mathematical / logical formulation assigned to a FA incorporating answers to Input Data Statements (IDSs) to determine the condition for providing the rooms / spaces listed in the FA in the baseline space program or Program for Design (PFD) for a project. Certain rooms / spaces may or may not have additional conditions.



Input Data Statement(s): A question or set of questions designed to elicit information about the healthcare project to generate a Program for Design (PFD) based on the parameters set forth in this set of documents. This information is processed through mathematical and logical operations in the VA Space and Equipment Planning system (SEPS).

JSN (Joint Schedule Number): A unique five alpha-numeric code assigned to each content item in the PG-18-5 Standard. JSNs are defined in DoD's Military Standard 1691 and included in SEPS Content Table.

Net Square Feet / Net Square Meters (NSF/NSM): The area of a room or space derived from that within the interior surface of the bounding walls or boundaries.

Program for Design (PFD): A project specific itemized listing of the spaces, rooms, and square foot area required for the proper operation of a specific service / department, and the corresponding area for each. PFDs are generated by SEPS based on the PG-18-9 Standard.

PG-18-5: A Department of Veterans Affairs' Equipment Guidelist Standard for planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that lists assigned room contents (medical equipment, furniture, and fixtures) to each room in PG-18-9. PG-18-5 follows PG-18-9's chapter organization and nomenclature.

PG-18-9: A Department of Veterans Affairs' Program Guide for the Space Planning Criteria Standard use to develop space planning guidance for the planning, design, and construction of VA healthcare facilities; a Program Guide (PG) that provides space planning guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). PG-18-9 is organized by chapters, as of September 2021 there are 56 clinical and non-clinical PG-18-9 chapters; they are implemented and deployed in SEPS so that space planners working on VA healthcare projects can develop baseline space programs.

PG-18-12: A Department of Veterans Affairs' Design Guide Standard for planning, design and construction of VA healthcare facilities, a Program Guide (PG) that provides design guidance for VA Medical Centers (VAMCs) and Community Bases Outpatient Clinics (CBOCs). The narrative section details functional requirements and the Room Template section details the planning and design of key rooms in PG-18-9. Not all PG-18-9 chapters have a corresponding PG-18-12 Design Guide; one Design Guide can cover more than one PG-18-9 chapter.

Room Area: The square footage required for a clinical or non-clinical function to take place in a room / space. It takes into account the floor area required by equipment (medical and non-medical), furniture, circulation, and appropriate function / code-mandated clearances. Room area is measured in Net Square Feet (NSF).

Room Code (RC): A unique five alpha-numeric code assigned to each room in the PG-18-9 Standard. Room Codes in PG-18-9 are unique to VA and are the basis for SEPS's Space Table for VA projects.

Room Criteria Statement (RCS): A mathematical / logical formulation assigned to each room / space included in PG-18-9 incorporating answers to Input Data Statements (IDSs) to



determine the provision of the room / space in the baseline space program or Program for Design (PFD) for a project.

SEPS: Acronym for Space and Equipment Planning System which produces equipment lists and Program for Design for a healthcare project based on specific information entered in response to Input Data Questions.

SEPS Importer: A style-based format developed to allow upload of RCSs and IDs to SEPS to implement and operationalize space planning criteria in PG-18-9 in the SEPS digital tool. This format establishes the syntax used in the RCSs and allows the use of Shortcuts. Shortcuts allow developers of space planning criteria statements to simplify RCSs making full use of their logical and mathematical functionality. A shortcut can refer to an RCS, a room in any FA or a formula. Shortcuts are [bracketed] when used in FAs and RCSs and are listed along with their equivalences at the end of the Space Planning Criteria section.

Space Planning Concept Matrix (SPCM): A working document developed during the chapter update process. It lists all the rooms organized by Functional Area and establishes ratios between the directly and the indirectly workload driven rooms for the planning range defined in this document. The matrix is organized in ascending workload values in ranges reflecting existing facilities and potential future increase. Section 5 of this document Space Planning Criteria reflects the values in the SPCM.

VA Room Family (VA RF): An organizational system of rooms / spaces grouped by function, a 'Room Family'. There are two "Orders" in the VA RF: Patient Care and Patient Care Support; Patient Care features four sub-orders: Clinical, Inpatient, Outpatient and Residential Clinical. There are also four sub-orders in the Patient Care Support order: Building Support, Clinical Support, Staff Support and Veteran Support. Each room in a Family has a unique Room Code and NSF assigned based on its Room Contents and function which correspond to the specific use of the room. The same RC can be assigned to different Room Names with the same function in this document and can be assigned an NSF that varies based on the PG-18-5 Room Contents assigned to the room.

VA Technical Information Library (TIL): A resource website maintained by the Facilities Standards Service (FSS) Office of Construction and Facilities Management (CFM) containing a broad range of technical publications related to the planning, design, leasing, and construction of VA facilities. VA-TIL can be accessed at: <https://www.cfm.va.gov/TIL/>

Workload: Workload is the anticipated number of procedures, clinic stops, clinic encounters etc. that is processed through a department/service area. The total workload applied to departmental operational assumptions will determine overall room requirements by modality.

3 OPERATING RATIONALE AND BASIS OF CRITERIA

- A. Space Planning parameters and metrics in this document are based on the Childcare / Development Center Space Planning Criteria Matrix (SPCM) developed as a basis for this chapter. The SPCM lists all the spaces a VA Childcare / Development Center site would require; the quantity and NSF for each room is calculated based on number of:



1. Infants (6 to 26 weeks) projected,
2. Pre-Toddlers (6 to 18 months old) projected,
3. Toddlers (18 months to 3 years old) projected,
4. Preschoolers (3 to 5 years old) projected, and
5. School age children (6 to 10 years old) projected

The SPCM includes 9 ranges of 25 children incrementally each.

- B. The room quantity (Q) and area (NSF) values included for each range in the SPCM are reflected in the Room Criteria Statements, placed immediately below each room name, room code and NSF/NSM, for each room in Section 5 of this document. The number of children per each category is included in the Input Data Statements (IDSs) in Section 4. Both Sections are implemented in the Space Planning and Equipment System (SEPS) software accessible through the MAX.gov website. Planners programming a VA Childcare / Development Center project shall develop a baseline Program for Design (PFD) in SEPS.
- C. SEPS incorporates a Net-to-Department Gross (NTDG) factor of **1.20** for Childcare / Development Center and a Building Gross (BG) factor of 1.35 in the space calculation. These factors generate the Department Gross Square Feet (DGSF) and the Building Gross Square Feet (BGSF) for the project based on the aggregate resulting Net Square Feet (NSF) for all Departments included. Planners can adjust the BGSF factor in SEPS; the NTDG factor is fixed.
- D. The space planning and design Program Guides: PG-18-9, PG-18-5, and PG-18-12 are available at the [Department of Veterans Affairs Office of Construction and Facilities Management \(CFM\) Technical Information Library \(TIL\)](#) website.

4 INPUT DATA STATEMENTS (IDS)

- A. How many Infants (6 to 26 weeks old) are projected? (W) (Values: 1 to 11)
- B. How many Pre-Toddlers (6 to 18 months old) are projected? (W) (Values: 1 to 34)
- C. How many Toddlers (18 months to 3 years old) are projected? (W) (Values: 1 to 45)
- D. How many Preschoolers (3 to 5 years old) are projected? (W) (Values: 1 to 68)
- E. How many School age children (6 to 10 years old) are projected? (W) (Values: 1 to 68)

5 SPACE PLANNING CRITERIA

A. FA 1: RECEPTION AREA

1. **Chldcr Ctr Entry / Lobby, Bldg Sprt (SB108).....80 NSF (7.5 NSM)**
 - a. Provide one if [number of children] is between 1 and 45
 - b. Provide one at 120 NSF if [number of children] is between 46 and 68
 - c. Provide one at 160 NSF if [number of children] is between 69 and 91
 - d. Provide one at 200 NSF if [number of children] is between 92 and 125
 - e. Provide one at 240 NSF if [number of children] is between 126 and 159
 - f. Provide one at 280 NSF if [number of children] is between 160 and 193
 - g. Provide one at 340 NSF if [number of children] is between 194 and 227



This is the controlled access point for patrons, parent waiting area, and display and informational boards

2. **Chldcr Ctr Reception, Stff Sprt (SS221).....85 NSF (7.9 NSM)**
 - a. *Provide one if [number of children] is between 1 and 45*
 - b. *Provide one at 260 NSF if [number of children] is between 46 and 226*

B. FA 2: STAFF AND ADMINISTRATIVE AREA

1. **Chldcr Ctr Director Office, Stff Sprt (SS204)100 NSF (9.3 NSM)**
 - a. *Provide one if [number of children] is between 1 and 226*
2. **Chldcr Ctr Administration Workstation, Stff Sprt (SS218)56 NSF (5.3 NSM)**
 - a. *Provide one if [number of children] is between 1 and 45*
 - b. *Provide two if [number of children] is between 46 and 226*

This is a shared work area for additional support staff.

3. **Chldcr Ctr Staff Breakroom, Stff Sprt (SS262)120 NSF (11.2 NSM)**
 - a. *Provide one if [number of children] is between 1 and 45*
 - b. *Provide one at 180 NSF if [number of children] is between 46 and 192*
 - c. *Provide one at 260 NSF if [number of children] is between 193 and 226*

This area is for work / lunch-breaks, development of program material, and utilization of training resources.

4. **Chldcr Ctr Staff Toilet, Bldg Sprt (SB191).....60 NSF (5.6 NSM)**
 - a. *Provide two if [number of children] is between 1 and 226*

Allocated NSF accommodates one accessible toilet @ 25 NSF, one wall-hung lavatory @ 12 NSF, ABA clearances, and circulation. Locate one staff toilet adjacent to Infant Activity / Support Area (diapering area).

5. **Storage Alcove, Chldcr Ctr (SS001)40 NSF (3.8 NSM)**
 - a. *Provide one if [number of children] is between 1 and 28*
 - b. *Provide two if [number of children] is between 29 and 67*
 - c. *Provide three if [number of children] is between 68 and 124*
 - d. *Provide four if [number of children] is between 125 and 192*
 - e. *Provide five if [number of children] is between 193 and 226*

C. FA 3: CHILDCARE AREA

1. **Infant Activity / Support Room, Chldcr Ctr (SS011)140 NSF (13.1 NSM)**
 - a. *Provide one if [Infants (6 to 26 weeks old projected)] is between 1 and 11*

The following functions take place in this space:

Crawl Area – for crawling and floor play.



Feeding and Food Preparation - for storing formula prepared by parents, storing other formula, formula preparation and feeding of infants. An area for mothers who are breast feeding their infants should be included.

Play / Activity Area - for floor play, wheel toys, etc., including space for cubbies (individual storage units that provide from 1-4 cubic ft. (0.03 - 01 cubic meters) of storage.

Diapering Area - an area for diaper changing and diaper bag storage with direct access to a toilet.

Storage Area - for storing crib linens and general supplies required in everyday care giving activities.

Toilet serving this area shall be Staff facilities located adjacent to diapering area.

2. Infant Crib Area, Chldcr Ctr (SS021)80 NSF (7.5 NSM)

a. Provide one if [Infants (6 to 26 weeks old projected)] is between 1 and 11

Sleeping area to accommodate one crib for each infant, including safety equipment.

3. Pre-Toddler Activity / Support Room, Chldcr Ctr (SS031)260 NSF (24.2 NSM)

a. Provide one if [Pre-Toddlers (6 to 18 months old) projected] is between 1 and 17

b. Provide one at 400 NSF if [Pre-Toddlers (6 to 18 months old) projected] is between 18 and 34

Total area includes the following functions:

Crawl Area – for crawling and floor play.

Feeding and Food Preparation - for storing formula prepared by parents, storing other formula, formula preparation and feeding of infants. An area for mothers who are breast feeding their infants should be included.

Interest Center - for imaginative play, e.g., blocks/construction, manipulative toys, etc.

Diapering Area - an area for diaper changing and diaper bag storage with direct access to a toilet.

Storage Area - for storing crib linens and general supplies required in everyday care giving activities.

Toilet serving this area shall be Staff facilities located adjacent to diapering area.

4. Pre-Toddler Crib Area, Chldcr Ctr (SS041)80 NSF (7.5 NSM)

a. Provide one if [Pre-Toddlers (6 to 18 months old) projected] is between 1 and 17

b. Provide one at 150 NSF if [Pre-Toddlers (6 to 18 months old) projected] is between 18 and 34

Sleeping area to accommodate one crib for each infant, including safety equipment.



- 5. Toddler Activity / Support Room, Chldcr Ctr (SS051).....175 NSF (16.3 NSM)**
- a. Provide one if [Toddlers (18 months to 3 years old) projected] is between 1 and 22*
 - b. Provide one at 350 NSF if [Toddlers (18 months to 3 years old) projected] is between 23 and 45*

Total area includes the following functions:

Interest Center - for imaginative play.

Diapering Area - an area for diaper changing and diaper bag storage with direct access to a toilet.

Storage Area - for storing naptime cots or pads and general supplies required in everyday care giving activities.

Toilets - these are training facilities separated by half-height walls.

In-room Lavatory - located outside toilet facilities.

- 6. Pre-School Activity / Support Room, Chldcr Ctr (SS061)260 NSF (24.2 NSM)**
- a. Provide one if [Preschoolers (3 to 5 years old) projected] is between 1 and 34*
 - b. Provide one at 525 NSF if [Preschoolers (3 to 5 years old) projected] is between 35 and 68*

Total area includes the following functions:

Interest Center - the activity areas may include space for science (plants and physical science materials), arts and crafts, exercise / gymnastic activities, obstacle courses, etc.

Storage Area - for storing cots, pads and general supplies required in everyday care giving activities.

Toilets – one per 15 Pre-schoolers

In-room Lavatory - located outside toilet facilities.

- 7. School-age Activity / Support Room, Chldcr Ctr (SS071).....260 NSF (24.2 NSM)**
- a. Provide one if [School age children (6 to 10 years old) projected] is between 1 and 34*
 - b. Provide one at 525 NSF if [School age children (6 to 10 years old) projected] is between 35 and 68*

Total area includes the following functions:

Interest Center - this area may include science, music, arts and crafts, quiet activities gross motor activities, etc.

Storage Area - for storing cots or pads and general supplies required in everyday care giving activities.

Toilets – one per male and one for female.



- 8. Isolation Room, Chldcr Ctr (SS078)80 NSF (7.5 NSM)**
a. Provide one if [number of children] is between 1 and 67
b. Provide two if [number of children] is between 68 and 226

An area for isolating and observing sick children until they are released to their parents. This room should be under the direct observation of the receptionist and director.

- 9. Chldcr Ctr Isolation Toilet, Bldg Sprt (SB201)140 NSF (13.1 NSM)**
a. Provide one if [number of children] is between 1 and 67
b. Provide two if [number of children] is between 68 and 226

Allocated NSF accommodates one accessible toilet @ 25 NSF, one accessible wall-hung lavatory @ 13 NSF, ABA clearances, and circulation. For use by the children in the isolation room.

D. FA 4: SUPPORT AREA

- 1. Food Service Room, Chldcr Ctr (SS094)250 NSF (23.3 NSM)**
a. Provide one if [number of children] is between 1 and 28
b. Provide one at 350 NSF if [number of children] is between 29 and 67
c. Provide one at 450 NSF if [number of children] is between 68 and 124
d. Provide one at 550 NSF if [number of children] is between 125 and 192
e. Provide one at 650 NSF if [number of children] is between 193 and 226

If the food service is to be catered, the space needs will be greatly reduced. Convection / microwave oven counter space (work area), refrigerator / freezer and clean-up facilities are all that will be required. Total food service area indicated includes areas for receiving, food preparation, distribution, and cleanup, and storage space, including the following:

Kitchen - receiving, food preparation, distribution, and cleanup. It includes space for cart storage.

Storage, Food Service – for holding dry and cold food prior to preparation.

- 2. Laundry Room, Chldcr Ctr (SS097)80 NSF (7.5 NSM)**
a. Provide one if [number of children] is between 1 and 67
b. Provide one at 100 NSF if [number of children] is between 68 and 226

A facility that houses commercial grade laundry equipment, laundry tub, and secured supplies.

- 3. Chldcr Ctr Housekeeping Aides Closet (HAC), Bldg Sprt (SB244)80 NSF (7.5 NSM)**
a. Provide one if [number of children] is between 1 and 226

This room accommodates the equipment and supplies required to clean the facility.



E. SEPS IMPORTER SHORTCUTS

The following shortcuts are used in the Room Criteria Statements in the Childcare / Development Center Functional Areas. These shortcuts are used during upload of this document into the Space and Equipment Planning System (SEPS) software during implementation of the space planning parameters contained herewith to allow for mathematical or logical calculations to be performed. Input Data Statements (IDSs), Rooms or a partial calculation formula can have a shortcut.

1. *number of children*: [How many Infants (6 to 26 weeks old) are projected?] + [How many Pre-Toddlers (6 to 18 months old) are projected?] + [How many Toddlers (18 months to 3 years old) are projected?] + [How many Preschoolers (3 to 5 years old) are projected?] + [How many School age children (6 to 10 years old) are projected?]
2. *Infants (6 to 26 weeks old projected)*: [How many Infants (6 to 26 weeks old) are projected?]
3. *Pre-Toddlers (6 to 18 months old) projected*: [How many Pre-Toddlers (6 to 18 months old) are projected?]
4. *Toddlers (18 months to 3 years old) projected*: [How many Toddlers (18 months to 3 years old) are projected?]
5. *Preschoolers (3 to 5 years old) projected*: [How many Preschoolers (3 to 5 years old) are projected?]
6. *School age children (6 to 10 years old) projected*: [How many School age children (6 to 10 years old) are projected?]

6 PLANNING AND DESIGN CONSIDERATIONS

- A. Provide direct visibility of entry and outside walkway from reception area.
- B. Reception area to be internal focal point with view of circulation to care areas.
- C. Provide direct access to, and visual supervision of, isolation room occupant from reception area.
- D. Provide direct access to director's office from lobby and public restrooms to be directly off lobby.
- E. Provide handicapped-accessible pay telephone in lobby.
- F. Buffer lounge/staff storage visually and acoustically from child activity rooms and public view.
- G. Provide entry / lobby with two parallel sets of outward swinging double doors with closers and panic hardware in order to create an efficient barrier to drafts and temperature differences. Provide a minimum clearance of 20 feet between sets of double doors.
- H. Provide a porte-cochere from the drop-off zone to the entrance and appropriate lighting.
- I. Locate kitchen adjacent to an exterior wall and service ramp / drive.



- J. Provide an exterior food and trash service area.
- K. Provide child height sinks with drinking fountain for in-room lavatories.
- L. Provide temperature controlled hard-surface flooring in 50-70% of child activity space adjacent to wet areas and exits. This is the area used for hygiene training, arts and crafts, science, water/sand play, eating, etc.
- M. Ensure design elements are scaled in accordance with child anthropometric references.
- N. Intercom of two-way speaker system between director's office and child activity rooms.
- O. Ensure design is in compliance with the life safety code and all applicable NFPA standards.
- P. Refer to Department of Veterans Affairs (VA) Office of Construction and Facilities Management Technical Information Library (www.cfm.va.gov/til/) for additional technical criteria.

7 FUNCTIONAL RELATIONSHIPS

Relationship of Childcare / Development Center to services listed below:

TABLE 1: FUNCTIONAL RELATIONSHIP MATRIX

| SERVICES | FUNCTIONAL RELATIONSHIP |
|----------------------------|-------------------------|
| CLNCL: Wm Vet Svc: Model 2 | 2 |
| CLNCL: Wm Vet Svc: Model 3 | 2 |
| BLDG SPRT: EMS: Lockers | 3 |
| VET SPRT: Voluntary Svc | 3 |

Legend:

- 1. High
- 2. Moderate
- 3. Minimal



8 FUNCTIONAL DIAGRAM

