

Children, Youth and Families Data Dictionary

The following established style guidelines reflect the long-standing practices of developers and editors of content for the Children, Youth and Families area. They are consistent with rules and guidance outlined in the *Associated Press Stylebook* and reflective of Office of Military Community and Family Policy style and usage preferences.

DO

- Pay attention to the overall organization and flow of an article. Information and ideas should be organized logically, and there should be some sense of continuity and flow from one idea to the next.
- Avoid redundancy.
- Write a concluding paragraph of two or three sentences.
- Write in gender-neutral terms. The term “kid/kids” is acceptable usage in appropriate contexts.
- Flesh out and clarify statements and ideas.
- Ensure that subheads reflect the content of the text that follows.
- Use “Children, Youth and Families” when referring to the program under Military Community and Family Policy.
- Use “Child and Youth Program” when referring to a program on a military installation.

DO NOT

- Refer to summer camps or youth centers as child care.

FORMATTING

- Keep bullets to seven or fewer for each section.
- “Less is more” — be concise.

GENERAL

- Keep sentences short.
- Insert transitions between paragraphs.
- Include conclusion at end of each article.

PREFERRED TERMS

Preferred	As opposed to
installation	base or garrison
Boys & Girls Clubs of America	Boys and Girls Clubs of America
Boys & Girls Clubs of America National Military Youth of the Year or BGCA National Military Youth of the Year	Military Youth of the Year; BGCA Youth of the Year; National Military Youth of the Year
Child care fee assistance	Fee assistance
Community child care providers	Community child care programs

PREFERRED REFERENCE TO AGE RANGE

- Infant/toddler/preschool (birth to 5 years)
- Children (birth to 12 years)
- Youth (13 to 18 years)
- Preteens (9 to 12 years)
- Teens (13 to 18 years)

DEFINITIONS

Child development center program

This program provides care to children ages 6 weeks to 5 years. More than 57% of the program's care capacity is provided to children younger than age 3. Each military child development center is certified by the Department of Defense and accredited by a national accrediting body.

School-age care program

This program provides care to children from kindergarten to 12 years of age, before and after school, and during holidays and summer vacations. School-age care is a component of the child development program system of care. Programs are also certified by the Department of Defense and accredited by a national accrediting body.

Family child care/child development home program

This care is provided in private homes by certified providers living in government-owned or leased housing. Families rely on family child care to provide flexible child care including night, weekend and unusual hourly care, such as shift work and emergency situations.

Child care availability 24/7

Some installations operate centers that are open 24 hours a day, seven days a week, and are designed to meet the needs of shift workers and families seeking flexible child care arrangements.

Community-based child care

Community-based care expands the availability of child care options through comparable programs off installation. Care is provided in both affiliated community-based child care centers and family child care homes. Child care providers are state-licensed or regulated; some providers are both state-licensed and nationally accredited.

Youth programs

- **Instructional programs** - These programs provide opportunities to develop new skills and learn in hands-on, informal settings. Programs cover a wide range of topics, including photography, woodworking, science, technology, gardening, health and safety.
- **Recreational sports programs** - These year-round programs of team and individual sports provide numerous opportunities for youths to challenge themselves physically while developing life skills, such as good sportsmanship and teamwork. Individual sports may be offered through a variety of Morale, Welfare and Recreation programs and services facilities, such as golf courses, bowling lanes and youth centers.
- **Educational and youth development programs** - These programs focus on citizenship, character building, health and life skills and leadership.

- **The arts** - These programs offer opportunities to participate in the visual and performance arts.