



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 1710.3A  
B 374  
19 MAR 2003

MARINE CORPS BASE ORDER 1710.3A

From: Commanding General  
To: Distribution List

Subj: PARENT ADVISORY BOARD

Ref: (a) MCO P1710.30D  
(b) MCBO P1710.2

1. Purpose. To establish policy and procedures for the Parent Advisory Board as required by the references.
2. Cancellation. MCBO 1710.3.
3. Background. The Parent Advisory Board will operate to closely involve parents in the care of their children and to enhance the childcare services provided by the Child Development Center and the Family Child Care Homes Program.
4. General
  - a. The Parent Advisory Board will act in an advisory capacity to the CG MCB via the Director, Marine Corps Community Services Division.
  - b. The Parent Advisory Board has the authority to request and the right to receive such information as is necessary to fulfill its mission, except that which is protected from disclosure by law.
  - c. The Parent Advisory Board will consist of sponsors of child/children receiving services from the Child Development Center or the Family Child Care Program. The Administrator, Children and Youth Program; the Director, Child Development Center; the Director, Family Child Care Program; care giving/family child care providers; and the Coordinator, Exceptional Family Member Program will serve on the board.
  - d. The members of the board will elect a parent/sponsor as the Chairperson for the Parent Advisory Board.

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e. The Parent Advisory Board will meet at least quarterly or more often as directed by the chairperson for the purpose of discussing problems, addressing concerns, and to provide recommendations for improvement in child development services and operations.

f. The Chairperson shall forward recommendations for improving services to the CG MCB via the program administrator for review and disposition.

g. The Parent Advisory Board with the advice and assistance of the Child Development Center and Family Child Care Program staff will coordinate the formation of a Parent Participation Program and oversee its implementation. The program will encourage parents to:

(1) Volunteer in child development services programs.

(2) Support special events (e.g., family participation events and classroom activities).

(3) Support special projects (e.g., as playground improvement, procurement of equipment, facility clean up, and administrative or classroom duties).

(4) Participate in parent education programs and training workshops. Child abuse prevention education for parents will be offered as part of this program.

5. Applicability. This Order is applicable to all commands and organizations located aboard MCB, Quantico.

  
D. L. WRIGHT  
Chief of Staff

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