



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

AMIM-DAG-ZA (1b)

24 SEP 2021

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO UNITED STATES ARMY
GARRISON (USAG) DAEGU AND AREA IV

SUBJECT: United States Army Garrison (USAG) Daegu Policy Letter #21-50,
Unclaimed Child Procedures

1. References:

- a. AR 608-10, Child Development Services, 11 May 2017.
- b. IMCOM Regulation 608-10-1, IMCOM G9, Family and Morale, Welfare and Recreation (FMWR) Child and Youth Services (CYS), 17 March 2020.
- c. HQDA EXORD 058-21 School Year 2020-2021 Army Child and Youth Fee, 29 December 2020.

2. Purpose: This policy outlines the procedures to be followed when children are left after hours at any Child Development Services (CDS) activity. It applies to parents and staff.

3. Applicability: Unless prior coordination has been made between parents and CYS staff, a staff member will attempt to contact the parent/designee five minutes after closing. If the parent(s) cannot be reached at home or work, the staff member will contact the emergency release designee 15 minutes after closing.

4. Procedures:

- a. A member of management and at least one direct-care staff member will remain at the Center with any child who hasn't been picked up by closing. The member of management will call the parent/designee of the child. If the parent/designee cannot be reached, the member of management will attempt to contact the authorized emergency release designee.

- b. A member of management and one direct-care staff will remain in the center with the child until parent/designee or authorized emergency release designee can be contacted. Developmental childcare will be provided for the child until the child is picked up. The staff will continue to attempt to call the parent/designee or authorized emergency release designee at regular intervals.

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c. CYS staff members will not transport children/youth in their Privately Owned Vehicle (POV), unless he/she has been designated as the emergency release designee.

d. In a case where a staff member is hired to care for CYS children after work and has been designated as the emergency release designee, the staff is acting as a friend of the parent, and not as an employee of CYS.

e. Parents who leave a child or children at the Child Development Center or School Age Center after regular closing hours of 1800 will be charged a late pick-up fee of \$1 per minute for the first 15 minutes, and then \$5 per child for the next 45 minutes. The fee will begin at 1801hrs. Only the CYS Coordinator has the authority to waive the fee. Late pick-up fees are not charged for approved mission-related circumstances or when specific arrangements to extend child care are made prior to pick up.

f. Children enrolled in Youth Sports and are under the age of 11 must be picked up by the established time that is given during the registration process.

g. CYS emergency procedures will be followed when the child(ren) is(are) left at the program one hour after closing the program. This may result in contacting the Military Police and placing the child with Social Work Services. We recognize the severity of this action and regret that it will have to be taken if efforts to reach either the parent or the emergency point of contact fail. Parents can avoid such action by simply ensuring that we have valid emergency contacts and telephone numbers and by promptly picking up their children.

5. Proponent: The proponent of this policy is USAG Daegu DFMWR. The point of contact is the CYS Coordinator, CYSD at DSN: 315-763-4552.



BRIAN P. SCHOELLHORN
COL, AR
Commanding