



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339**

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NOV 30 2020

MEMORANDUM FOR SEE DISTRUBUTION

SUBJECT: Garrison Policy Memorandum #20 – Child and Youth Supervision Policy

1. REFERENCES.

- a. Army Regulation (AR) 608-10, Child Development Services, 11 May 2017.
- b. Army Regulation 608-75, Exceptional Family Member Program, 27 January 2017.
- c. Army Regulation 608-18, The Family Advocacy Program, 30 October 2007 with Rapid Action Review, 13 September 2011.
- d. Department of Defense Instruction (DoDI) 6060.2, Child Development Programs, 5 August 2014.
- e. National Defense Authorization Act for FY2017 (Public Law 114-328), Section 575, codified at 34 U.S.C. § 20341.

2. GENERAL.

- a. This policy emphasizes the need for sponsors to be responsible for the health, welfare and safety of their children and youth at all times.
- b. This policy provides parents with choices and information about a variety of supervision options for their children and youth in elementary, middle and/or high school.

3. POLICY AND PROCEDURES.

a. This policy is punitive in nature and applies to all Soldiers, Department of the Army Civilians, contractors and Family members living on Fort Polk at all times. Personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this policy are subject to punitive and administrative action. Individuals not subject to the UCMJ who fail to comply with the provisions of this policy may be subject to adverse administrative action. Because local policy compliance is ordinarily a required term in Federal contracts, contractors employing personnel found to be in violation of this policy may also be determined to be in breach of their contract.

(1) The health, welfare and safety of children/youth are a parental responsibility.

(2) Parents/guardians are expected to assess the physical and emotional capabilities of their children/youth and the potential risks or advantages to their children/youth in selecting the most appropriate supervision or care option.

IMPO-ZA

SUBJECT: Garrison Policy Memorandum #20 – Child and Youth Supervision Policy

(3) Sponsor parents/guardians are responsible for ensuring Family members comply with the provisions of this policy. The sponsor's chain of command is responsible for the sponsor and Family members assigned or attached to their command or agency.

(4) These policies are minimum standards. Parents/guardians should assess their children individually, and if necessary, raise the age limits.

(5) No child/youth will be left unattended, unable to care for him/herself, either by absence or inattention of the parent, guardian, foster parent, other caregiver or under circumstances that could result in injury or serious threat of injury to the child/youth because the child's behavior was not properly monitored.

(6) A caregiver is any person at least 13 years of age who is in a supervisory childcare role and can adequately provide for a child/youth's welfare and safety in all circumstances deemed appropriate. A caregiver under the age of 18 must have immediate access to adult supervision in case of an emergency. Access is defined as having the ability to:

(a) Contact a verifiable, prearranged and responsible adult in the immediate housing area who would be able to respond to an emergency. They should know the person's name, location and telephone number.

(b) Assure the sponsor knows the location of the children/youth.

(c) Understand how to access emergency services through the 911 system.

(7) A caregiver must be 18 years of age or older to be in a supervisory role of non-familial children/youth for overnight care. It is the responsibility of sponsors to assure that the caregiver of their children/youth have the immediate access to adult supervision and that each caregiver can demonstrate individual responsibility for the number of child/youth under their supervision. Only reliable persons should be placed in the position of supervising children. Great care should be exercised in determining whether children are able to care for and supervise other children. Parents and guardians must carefully consider the amount of responsibility their children can successfully assume before leaving them unsupervised or charging them with the supervision of other children.

(8) Refer to the Age Matrix (Enclosure 1) for minimum standards for use in making decisions involving safety and proper supervision of children.

(9) To increase parental choice options, the installation Child and Youth Services (CYS) Parent Central Registration Office will provide information to parents about available on- and off-post supervised activities and care options (Enclosure 2).

(10) The child/youth's age will take precedence over the child/youth's grade in school. In all cases, interpretation of this policy should be made in favor of the child/youth's safety.

IMPO-ZA

SUBJECT: Garrison Policy Memorandum #20 – Child and Youth Supervision Policy

b. The procedures of this child and youth policy were developed by a multidisciplinary team including CYS, the Family Advocacy Program (FAP), Army Community Service (ACS), the Directorate of Emergency Services (DES) and the Staff Judge Advocate (SJA).

(1) Children newborn through two (2) years of age require close supervision and will be under direct monitored care. The person supervising must be able to respond to any emergency or threatening situation. Periodic checks should be made on sleeping children. Children in this age group will not be left unattended at any time. Caregivers at least 13 but under 18 years of age may not supervise more than one (1) child in this age range.

(2) Children at least 2 but under 5 years of age require close supervision and will be under direct monitored care. The person supervising must be able to respond to any emergency or threatening situation. Periodic checks should be made on sleeping children. Children in this age group will not be left unattended at any time. Caregivers at least 13 but under 18 years of age may not supervise more than two (2) children in this age range.

(3) Children at least 5 but under 7 years of age may play outside, in the front yard or back yard of the home, unsupervised, but they must be in visual sight or hearing distance and have immediate access to adult supervision. The caregiver must always be available for immediate response and must check on the child frequently, every 15 minutes, to ensure the child remains in the designated safe area. Children in this age range may not be left in self-care or home alone at any time. Caregivers at least 13 but under 18 years of age may not supervise more than two (2) children in this age range.

(4) Children at least 7 but under 10 years of age may play outside, in the front yard or back yard of the home, or neighbor's home, unsupervised but they must also be afforded protection. Therefore, they must have access to adult supervision, the sponsor must know the location of the child, and they must be periodically checked at a minimum of once an hour. Children playing at a neighbor's home, should not cross streets without an adult, if the home is not located on the same street. They may not be left in self-care or home alone at any time. Caregivers at least 13 but under 18 years of age may not supervise more than two (2) children in this age range.

(5) Children/youth at least 10 but under 13 years of age may be unsupervised in self or monitored care with ready access to adult supervision for no more than three (3) hours during the day or evening. The caregiver should know the location of the child/youth at all times. They may not be left in self-care or home alone on a regular basis during weekdays or out of school sessions such as vacations, weekends and holidays. Children in this age group may not be left unattended overnight.

(6) Youth at least 13 but under 16 years of age may be unsupervised or in self-care with ready access to adult supervision for no more than six (6) hours during the day or evening. The caregiver should know the location of the child/youth at all times. They may not be left in self-care or home alone on a regular basis during weekdays or out of school sessions such as vacations, weekends and holidays. Children in this age group may not be left unattended overnight.

IMPO-ZA

SUBJECT: Garrison Policy Memorandum #20 – Child and Youth Supervision Policy

(7) Youth at least 16 but under 18 years of age and older may be unsupervised or in self-care with ready access to adult supervision for no more than ten (10) hours during the day or evening. The caregiver should know the location of the child/youth at all times. They may not be left in self-care or home alone on a regular basis during weekdays or out of school sessions such as vacations, weekends and holidays. Children in this age group may not be left unattended overnight.

(8) All children/youth unsupervised in quarters, regardless of age, must have access to a verifiable, prearranged, and responsible adult in the immediate housing area who is able to respond to an emergency. All children must have the responsible adult's work and home phone numbers. Children who are not under direct supervision should at a minimum know what to do in case of emergency such as an injury, fire, assault or if their parents are delayed in returning as expected and understand how to access emergency services through the 911 system.

c. Personnel Who Observe Inadequate Child Supervision.

(1) Anyone who observes an incident of child abuse or neglect should report the incident immediately to the local Military Police Dispatch at (337) 531-COPS/2677. For immediate assistance, please call 911.

(2) Suspected or known incidents of child abuse and/or child neglect are to be reported to the Family Advocacy Program Installation Reporting Point of Contact (RPOC). The Fort Polk RPOC is the HOPELINE at (337) 531-HOPE/4673.

(3) For the purpose of this policy, the following are all mandated reporters: (1) physicians, dentists, medical residents or interns, hospital personnel and administrators, nurses, health care practitioners, chiropractors, osteopaths, pharmacists, optometrists, podiatrists, emergency medical technicians, ambulance drivers, undertakers, coroners, medical examiners, alcohol or drug treatment personnel, and persons performing a healing role or practicing the healing arts; (2) psychologists, psychiatrists, and mental health professionals; (3) social workers, licensed or unlicensed marriage, family, and individual counselors; (4) teachers, teacher's aides or assistants, school counselors and guidance personnel, school officials, and school administrators; (5) child care workers and administrators; (6) law enforcement personnel, probation officers, criminal prosecutors, and juvenile rehabilitation or detention facility employees; (7) foster parents; (8) commercial film and photo processors; (9) CYS personnel and FAP personnel. Mandated reporters will report information about known or suspected cases of child abuse or neglect to the Military Police as soon as the information is received.

(4) 34 U.S.C. § 20341 states that the above mandated reporters in (3) must report any known or suspected child abuse or neglect involving a military child to the installation RPOC and the local Department of Children and Family Services (Child Protective Services). Any other professions listed in the referenced regulations and instructions, must also report any known or suspected child abuse or neglect involving a military child in the same manner.

(5) Any individual within a Service member's chain of command is required to report suspected or known child abuse or neglect to the installation RPOC.

IMPO-ZA

SUBJECT: Garrison Policy Memorandum #20 – Child and Youth Supervision Policy

d. Special Provisions.

(1) Children who meet the criteria for the Exceptional Family Member Program as defined by AR 608-75 may require special supervision. These guidelines are to be modified in accordance with their special needs.

(2) Children who are in the care of a certified Family Child Care (FCC) provider who has entered into a contract with the children's parents will be supervised by the FCC provider in accordance with guidelines set forth in AR 608-10 and local procedures.

(3) Elementary school children at least seven (7) years of age may walk up to a quarter of a mile unaccompanied to and from school, a bus stop or other youth activities by themselves or in groups by a prearranged route with parental permission and access to adult supervision. It is the responsibility of the parents to ensure the child(ren) has access to adult supervision in the housing area and the destination. Child should not be required to cross major intersections to get to the bus stop.

e. On-post off-limits areas. All single Service member housing units are considered off-limits for children/youth. Children/youth may not visit these areas unless accompanied by a parent or guardian. Other exceptions for children/youth to visit these areas may be granted on a case-by-case by the unit commander for the personnel assigned to the housing unit.

f. Support Options.

(1) Activity options on Fort Polk are available through the School-Age Center (SAC), the Middle School/Teen (MST) Programs, Youth Sports and Fitness Programs and Family Child Care.

(2) Babysitting Courses are available through the CYS Parent and Outreach Service. Youth must be 13 years old to attend the course in accordance with Army Regulation 608-10, paragraph 7-30 (a).

(3) The CYS Parent and Outreach Services Office at (337) 531-2625/1955 can provide information to parents about available off-post supervised activities and care options available through schools, youth organizations and other agencies.

4. PROPONENT. The proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation. The point of contact for this policy is the Fort Polk Family Advocacy Program Manager at (337) 531-4653.

5. SUPERSESSION.

a. The policy supersedes the Joint Readiness Training Center and Fort Polk Regulation 608-4, dated 15 August 2014. This policy complies with DODI 6060.2, Enclosure 2, paragraph 3(q), which requires commanders to implement a policy addressing the ages and circumstances under which children under 13 years of age can be left at home alone with adult supervision.

IMPO-ZA

SUBJECT: Garrison Policy Memorandum #20 – Child and Youth Supervision Policy

b. This policy will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read "R. K. Roseberry". The signature is stylized with large, overlapping loops for the letters "R" and "K".

RYAN K. ROSEBERRY
COL, MI
Commanding

2 Encls

1. Age Matrix
2. Supervision Options

DISTRIBUTION:

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USAG – FORT POLK CHILD/YOUTH SUPERVISION POLICY MATRIX

1. Parents are responsible for the welfare and safety of children in the military community.
2. Each child is unique. Personality, environment, developmental progress and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. The following are **minimum** community standards. Under no circumstances will these guidelines be reduced. Parents are still required to assess their child and raise the age limits if necessary.

| Age of Child | Left Without Sitter in Quarters | Left Alone Overnight | Play Outside Unattended | Child Sit Siblings | Child Sit Others |
|--------------------------------|---|----------------------|---|--------------------|--|
| Newborn thru age 5 years | NO | NO | NO | NO | NO |
| At least 5 but under 7 years | NO | NO | YES with immediate access (visual sight or hearing distance) to adult supervision | NO | NO |
| At least 7 but under 10 years | NO | NO | YES with access to adult supervision and sponsor knows location of child | NO | NO |
| At least 10 but under 13 years | YES, on occasion with ready access to adult supervision. LIMIT: 3 hrs | NO | YES with access to adult supervision | NO | NO |
| At least 13 but under 16 years | YES, on occasion with ready access to adult supervision. LIMIT: 6 hrs | NO | YES | YES * see below | YES * see below; may not sit overnight |
| At least 16 but under 18 years | YES, on occasion with ready access to adult supervision. LIMIT: 10 hrs | NO | YES | YES * see below | YES * see below; may not sit overnight |

* Recommend CYS Services Babysitting Training Course. Must be 13 years old IAW AR 608-10.

USAG – FORT POLK OUT OF SCHOOL SUPERVISION OPTIONS

| SUPERVISION LEVELS | DEFINITION | SUPERVISION OPTIONS |
|-------------------------|--|--|
| DIRECT | <p>Adult supervision on a regular basis during out of school hours during parental duty day.</p> | <p>CYS SERVICES SPONSORED:</p> <ul style="list-style-type: none"> • School-Age Services (SAS) • Child Development Center (CDC) • Family Child Care (FCC) <p>COMMUNITY RESOURCES:</p> <ul style="list-style-type: none"> • In-home babysitter • Nanny • Schools • Civilian Child Care Programs |
| MONITORED AND SELF CARE | <p>An adult is aware of child's location and activities during out of school hours. An emergency contact is available at all times.</p> <p>Parents assess child's ability to be monitored in self-care</p> | <p>CYS SERVICES SPONSORED:</p> <ul style="list-style-type: none"> • Youth Services • Team Sports • Instructional Classes • Clubs/Volunteer Activities • Teen Centers <p>COMMUNITY RESOURCES:</p> <ul style="list-style-type: none"> • Designated Adult • Schools • Churches • Youth Centers |

NOTE: Parents should assess the physical and emotional capabilities of their child(ren) and the potential risks or advantages to their child(ren) in selecting the most appropriate supervision/care option.