

US Army Garrison – Redstone
Redstone Arsenal, Alabama 35898-5000

GARRISON SOP
NO. 608-10

Unauthorized Child Care in Government and Privatized Housing
Standard Operating Procedure (SOP)

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1. PURPOSE. To provide a SOP for the reporting and investigation of unauthorized child care.

2. SCOPE. This SOP is applicable to all individuals residing in government owned, leased, or privatized housing units under the jurisdiction of the Garrison Commander (GC) and to all individuals seeking child care within these housing units.

3. POLICY.

a. To clarify the rules and responsibilities governing provision of child care in housing and how instances of unauthorized child care will be addressed.

b. Unauthorized child care is defined as anyone living in government owned, leased, or privatized housing providing child care for more than 10 child care hours per week on a regular basis. A child care hour is defined as one (1) child for 1 hour of care. For example, the 10 hours could include one (1) child in care for 10 hours or two (2) children for five (5) hours, etc. The 10 hour child care limit was established to protect children from being in unregulated, and possibly unsafe child care settings on an on-going basis.

This SOP supersedes all previous versions.

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c. The Army has a responsibility to balance the ability of Families to rely on one another to meet their short term child care needs with protecting the safety and well-being of children.

4. PROCEDURES.

a. Complaints of unauthorized child care may be received from a variety of sources to include Interactive Customer Evaluation (ICE) complaint, phone call to the Directorate of Operations (DO), Child and Youth Services (CYS), US Army Garrison, Redstone Directorate of Public Works (DPW) Housing Division, or the privatized housing office.

b. All reports of unauthorized child care will be documented on initial and supplemental Reports of Unusual Incidents (RUI) to US Army Installation Management Command (IMCOM) G9/CYS.

c. When unauthorized child care is reported in government owned, leased, or privatized housing, the following steps will be taken to mitigate the risk of harm to children in the unauthorized child care home.

(1) The CYS Coordinator and at least one other CYS staff member will visit the home within two working days of receiving the complaint to verify whether or not an individual is providing child care. Personnel will not enter the housing unit without the consent of an adult occupant.

(2) The points of contact from the DPW Housing Division and the privatized housing office will be notified of the pending home visit and may elect to accompany CYS personnel when the unauthorized child care investigation is conducted. If it appears that no one is home, a second attempt will be made within 24 hours.

(3) If during the investigation a preliminary determination is made that unauthorized child care is taking place, the individual will be given notice of the requirement of short term intermittent child care (encl 1). The GC is required to coordinate with the Staff Judge Advocate (SJA) in order to comply with local Commander's Critical Incident Report (CCIR), any applicable local and state reporting requirements, and to provide notification to affected persons (i.e., patrons of the unauthorized child care) as appropriate.

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(4) When a determination is made by the CYS Coordinator that an individual is providing care in the home in excess of 10 child care hours per week on a regular basis, the GC will provide written notification to the individual within two days to cease and desist provision of care immediately (encl 2). Copies of the Unauthorized Child Care Investigation Report and the GC notification will be sent to the DPW Housing Division and privatized housing offices, DO, and the resident's unit leadership or supervisor. Individuals providing unauthorized child care will be advised that their housing privileges may be terminated or they may be barred from post, if unauthorized child care continues.

(5) If the unauthorized child care continues after GC notification or if subsequent reports of unauthorized child care are received, the CYS Coordinator will again notify the GC. The GC will consult with the SJA Office regarding immediate action to prevent the unauthorized child care from continuing. The GC will inform the privatized housing office that unauthorized child care is occurring at the residence and request that they take immediate action to address the matter under the terms of the lease. If necessary, the GC has the authority to bar individuals from the installation.

(6) If during the investigation occupants of the home are unresponsive or refuse to cooperate, the GC and the DPW Housing Division and privatized housing offices will be notified immediately for consideration of appropriate actions to be taken.

(7) If during the investigation evidence of child abuse or neglect are observed, all mandated child abuse/neglect reporting requirements will be met to include reporting to the Garrison Reporting Point of Contact, DO, Madison County Department of Human Resources, and submission of CCIR to IMCOM.

(8) Parents of the children will be notified in writing of the status of the individual providing care; namely, that the applicant is not Family Child Care certified.

(9) If the individual elects to become certified, CYS may begin the certification process as outline in AR 608-10, Child Development Services, 10 May 2017.

d. IMCOM G9 will coordinate with the Deputy Assistant Secretary of the Army for Installations, Housing and Partnerships (DASA-IH&P) to ensure that all tenant handbooks contain standardized language regarding the requirements to provide child care in privatized housing.

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5. RESPONSIBILITIES. It is the responsibility of the CYS Coordinator to verify all reports of unauthorized care.

6. REFERENCES.

a. Army Regulation 608-10, Child Development Services, 11 May 2017

b. Operations Order 19-035, Standard Operating Procedure Development for Addressing Unauthorized Child Care in Government and Privatized Housing, 25 March 2019

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KELSEY A. SMITH
COL, AV
Commanding



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US ARMY INSTALLATION MANAGEMENT COMMAND
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REPLY TO
ATTENTION OF

SUBJECT: Unauthorized Child Care Visit Verification Report

Date: _____ Address: _____

Family Name: _____

On _____ a representative from Child and Youth Services (CYS) came to my home concerning a report of unauthorized child care.

I was informed that providing child care services to unrelated children in my government quarters for more than ten (10) hours per week on a regular basis is considered unauthorized child care, in accordance with Army Regulation 608-10, Child Development Services.

_____ Children were **NOT** present in the home during the visit.

_____ Children **were** present in the home during the visit.

Child's Name/Age	Sponsor's Name / Contact Info
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Child's Name/Age	Sponsor's Name / Contact Info
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Child's Name/Age	Sponsor's Name / Contact Info
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Occupant's Printed Name	Occupant's Signature / Date
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CYS Representative Signature Phone Number	Witness Signature/Organization Phone Number
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REPLY TO
ATTENTION OF

Office of the Garrison Commander

Dear Resident:

This is to inform you that the Child and Youth Services (CYS) office received a report that you are providing unauthorized child care in your quarters on Redstone Arsenal. According to Army Regulation 608-10, Child Development Services, your housing privileges may be terminated if you continue to provide more than 10 hours of care in your quarters to unrelated individuals per week on a regular basis. **This notification of unauthorized child care** serves as your official notice to cease any child care you are currently providing. If you desire to continue providing child care in your home, you must become certified as a Family Child Care (FCC) provider through the Redstone Arsenal CYS.

To become a certified FCC provider, you must complete a local background check; agree to have inspections conducted by the Fire, Safety, and Preventive Medicine Offices; as well as attend a minimum of 38 hours of training. The training includes child abuse identification and prevention, first aid, and Cardio-Pulmonary Resuscitation (CPR) training.

The Redstone Arsenal CYS office is located in Building 1500. You may contact the CYS Coordinator at 256-313-2182 if you need further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelsey A. Smith".

Kelsey A. Smith
Colonel, US Army
Garrison Commander