



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-ZA

22 JUL 2020

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) for Addressing Unauthorized Child Care in Government Housing.

1. PURPOSE: 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. Unauthorized child care in government-owned or leased housing can place the health and safety of children at risk. The purpose of this SOP is to address incidents of unauthorized care and ensure all regular child care in Baumholder Military Community occurs in certified Family Child Care (FCC) homes or in licensed Child and Youth Services (CYS) facilities.

2. REFERENCES:

- a. Army Regulation 608-10, Child Development Services, 11 May 2017.
- b. Army Europe Regulation 27-9, Misconduct by Civilian, 22 Nov. 2011.
- c. Army Regulation 608-18, The Army Family Advocacy Program, 30 Nov. 2007.
- d. Army Regulation 420-1, Facilities Management, 12 Feb. 2008.

3. SCOPE: This SOP is applicable to all military and civilian personnel and their family members residing in the Baumholder Military Community military housing area, under the jurisdiction of the USAG Rheinland-Pfalz Garrison Commander.

4. EXEMPTIONS: The provisions of the SOP will not apply to child care given to children:

- a. by blood relatives.
- b. within child's own home.

5. DEFINITIONS:

a. Unauthorized Child Care – Anyone living in government-owned, leased or privatized housing providing child care for more than 10 child care hours per week on a

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regular basis. The 10 hour child care limit was established to protect children from being in unregulated, and possibly unsafe child care on a continuous basis.

b. Child Care Hour – One child for one hour of care. For example, 10 hours of child care could include one child in care for 10 hours or two children in care for 5 hours.

6. PROCEDURES:

a. Residents living in government-owned, leased or privatized housing may provide child care to unrelated children in their home on an intermittent, occasional basis. Providing child care in one's home on a regular basis in excess of 10 child care hours per week is unauthorized.

b. When any notification of suspected unauthorized child care is received, management personnel from CYS will visit the home within two working days to verify whether or not an individual is providing child care without a valid Family Child Care Home Certificate. The Army Housing Office will also be notified of the pending home visit and may elect to accompany CYS personnel when conducting the unauthorized child care investigation. A minimum of two personnel should make the visit to the home.

c. Personnel from CYS will not enter the housing unit without the consent of the occupant. If it appears no one is home, a second attempt will be made within 24 hours by CYS.

d. Upon contact with the occupant, CYS management will make a preliminary determination if unauthorized care is taking place. CYS management will give notice to the occupant of the requirement to be certified to provide child care and will complete the Unauthorized Child Care Investigation Report (Annex 1). If children are present and being cared for in the home, CYS management will list all children on this report. CYS management will obtain the signature of the occupant on the report and provide the occupant with a copy before departing. CYS will provide the occupant with information on CYS registration and enrollment procedures to give to the parents of children in care.

e. If the determination is made by CYS management personnel that an individual is providing child care in their home in excess of 10 hours per week on a regular basis, the individual will receive written notification within two days from the Garrison Commander to cease and desist provision of child care immediately (Annex 2). Copies of the Unauthorized Child Care Investigation Report and the Garrison Commander's notification will be sent to the Housing Office, Provost Marshall, 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.

f. If the occupant wishes to become certified through the FCC program, CYS will begin the certification process as outlined in AR 608-10. The FCC Certification process

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includes background checks for all members of the household 12 years and over; regular inspections conducted by the Fire, Safety and Preventive Medicine Offices to ensure compliance with CYS standards; and a minimum of 38 hours of professional training to include child abuse identification and prevention, First Aid and Cardio-Pulmonary Resuscitation (CPR) training. Upon successful completion of all requirements, the FCC Director recommends approval for FCC certification from the Garrison Commander.

g. If the unauthorized child care continues after the occupant has received notification from the Garrison Commander and makes no attempt to begin the FCC certification process, or if subsequent reports of unauthorized child care are received, CYS personnel will again notify the Garrison Commander and Army Housing Office. The Garrison Commander will consult with the Staff Judge Advocate regarding immediate action to prevent unauthorized child care from continuing. The Garrison Commander may take action to terminate housing privileges and if necessary, bar the individuals from the installation.

h. If an occupant is suspected of providing unauthorized child care, and they refuse to sign the proper documents concerning notice of the rules and regulations or refuse to allow a necessary home inspection, the Garrison Commander will issue them a cease and desist letter outlining the rules and can rescind their housing privileges and/or ban them from post.

i. CYS staff will document all reports of unauthorized child care on the CYS Report of Unusual Incident (RUI) form and submit to through the CYS Europe Region to IMCOM G9 CYS.



VANCE J. KLOSINSKI
COL, SF
Commanding

2 Encls

1. Annex 1
2. Annex 2



DEPARTMENT OF THE ARMY
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SUBJECT: Unauthorized Child Care Visit Verification Report

Date: _____ Address: _____

Family Name: _____

On the date above a representative from Child & 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

_____	_____
Child's Name/Age	Sponsor's Name / Contact Info

_____	_____
Child's Name/Age	Sponsor's Name / Contact Info

_____	_____
Occupant's Printed Name	Occupant's Signature / Date

_____	_____
CYS Representative Signature	Witness Signature/Organization

_____	_____
Phone Number	Phone Number



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Dear _____

This is to inform you that Child and Youth Services (CYS) office received a report that you are providing unauthorized child care in your quarters in the Baumholder Military Community. According to Army Regulation 608-10 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 immediately. If you desire to continue providing child care in your home, you must become certified as a Family Child Care (FCC) provider through Child and Youth Services FCC program.

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 Family Child Care office is located in Building 8876 on Wetzel Housing. You may contact the CYS FCC Point of Contact at 0611-143-531-3440 if you need further information.

A handwritten signature in black ink, appearing to read "Vance J. Klosinski", is positioned above the printed name.

VANCE J. KLOSINSKI
COL, SF
Commanding