



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
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AMIM-RPW-WC

18 December 2024

MEMORANDUM FOR DISTRIBUTION

**SUBJECT: Standing Operating Procedures (SOP) for Addressing Unauthorized
Childcare in Government Housing (Cmd Memo 2024-009)**

1. Purpose: The Army has a responsibility to balance the ability of families to rely on one another to meet their short-term childcare needs with protecting the safety and well-being of children. Unauthorized childcare 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 childcare 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, 18 August 2021.
- c. Army Regulation 608-18, The Army Family Advocacy Program, 13 September 2011.
- d. Army Regulation 420-1, Facilities Management, 1 August 2024.

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 childcare 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 childcare for more than 10 childcare hours per week on a

regular basis. The 10-hour childcare limit was established to protect children from being in unregulated, and possibly unsafe childcare on an ongoing basis.

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

6. Procedures:

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

b. When any notification of suspected unauthorized childcare is received, management personnel from CYS will visit the home within two working days to verify whether or not an individual is providing childcare 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 childcare 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.

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 childcare 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 childcare in their home more than 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 childcare 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 Marshal, and the resident's unit leadership or supervisor. Individuals providing unauthorized childcare will be advised that their housing privileges may be terminated, or they may be barred from post if unauthorized childcare continues.

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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 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 childcare 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 childcare 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 childcare from continuing. The Garrison Commander may take action to terminate housing privileges and if necessary, bar the individuals from the installation.

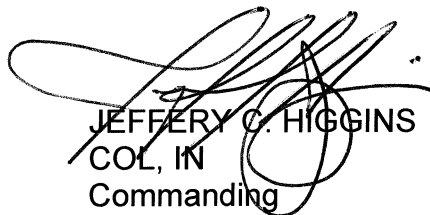
h. If an occupant is suspected of providing unauthorized childcare, and they refuse to sign the proper documents concerning notice of the rules and regulations or refuse to allow a necessary home inspection, the Garrison Commander will issue them a cease-and-desist letter outlining the rules and can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

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

7. The point of contact for this memorandum is the CYS Coordinator at DSN: 314-541-9054, CIV: 0611-143-541-9054.

Encls

1. Annex 1
2. Annex 2


JEFFERY C. HIGGINS
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Commanding