



DEPARTMENT OF THE ARMY
U.S. ARMY COMBINED ARMS CENTER AND FORT LEAVENWORTH
415 SHERMAN AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-2300

REPLY TO
ATTENTION OF:

IMWE-LVW-MWA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #21-08, Supervision of Children and Home Alone Policy Guidelines

1. REFERENCES.

a. Department of Defense Instruction (DODI) 6060.4, School-Age Care Programs, 23 Aug 04, NOTAL.

b. AR 608-10, 15 Jul 97, Child Development Services.

c. Memorandum, HQ CFSC-SFCY, 20 Jan 99, subject: Installation Distribution of 12.8M Readiness Supplemental to Management Decision Package (MDEP) QYDP for Middle School/Teen Program.

d. Memorandum, HQ CFSC-CYS, 22 Jun 05, subject: 1999-2000 Child and Youth Services (CYS) Fee Policies and Guidance.

e. HQ DA Guidelines, 11 Jul 00, subject: Out of School Home Alone Policy.

f. AR 608-18, 30 Oct 07, The Army Family Advocacy Program.

g. AR 608-75, 22 Nov 06, Exceptional Family Member Program.

2. PURPOSE. To prescribe the policy for the adequate and appropriate supervision of minor children within the Fort Leavenworth military community. This policy is directed toward and applies to all military personnel and their Family members at Fort Leavenworth and to civilian personnel who may reside on post or perform official childcare duties on post.

3. GENERAL. Parents will be held accountable for their decisions regarding child supervision. Parents should be aware of their children's whereabouts and activities. Parents are encouraged to continually evaluate their child's level of maturity and determine the degree of supervision that best meets the needs of their child. Violations of this policy may subject personnel to administrative action, civil liability and may

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result in an investigation by Social Work Services (SWS). Failure to comply with the guidelines set forth in this policy can result in referral to the Case Review Committee (CRC) and/or the Juvenile Review Board.

4. POLICY/PROCEDURES.

a. Definitions.

(1) A parent is defined as the biological, adoptive, step-parent, guardian or any other person charged with a parent's legal rights, duties or responsibilities.

(2) A child is defined as an unmarried minor, whether biological, adopted, foster, step-child or ward of a military member or civilian for whom treatment is authorized in a medical facility of the military services, who is under the age of 18 years or is incapable of self-support because of a mental or physical incapacity.

(3) A supervisor/baby-sitter is any person 12 years of age or older who is in a supervisory role and can provide adequately for a child's welfare and safety in all circumstances deemed appropriate. Supervisors who are ages 12-17 must have taken an authorized baby-sitting course prior to becoming the supervisor for younger children. Even with the supervisor/baby-sitter course, children will not be left alone overnight. Children, even after completing the childcare course, cannot baby-sit other children at DMWR activities (e.g., swimming pools, bowling and gym activities) without adult supervision (18 years) per this installation policy guidance.

b. Children will be supervised as follows.

(1) Children ages three or younger require direct supervision. Leaving such children unattended at any time or place is prohibited. The person supervising must be able to respond to any emergency or threatening situation. Periodic checks should be made on sleeping children. This is not meant to restrict normal activities within a home or restrict the

parent or supervisor from doing appropriate household and personal tasks.

(2) Children ages four to six may play in appropriately designed safe areas, but must have immediate supervision. An adult or supervisor must be within eyesight or hearing distance with the ability to respond to an emergency in 30 seconds. A child is considered unattended if he/she is not in the physical presence or hearing distance of a parent, parent designee or supervisor. A parent designee is a consenting mentally and physically competent individual who is 18 years of age or older. An approved baby-sitter is a consenting mentally and physically competent individual who is 12 years or older and has completed an approved CYS baby-sitting course. After the original completion of the approved CYS or Red Cross baby-sitting course, which includes CPR and first aid, the baby-sitter (age 12-18) will take a recertification test each year for CPR and first aid to ensure the skills they learn are fresh. Baby-sitters who have taken this course at other installations may be grandfathered in for 60 days. This will allow them to take the recertification test which is offered monthly. If they don't take a recertification test, they will be dropped from the list of baby-sitters.

(3) Children ages seven to nine will not be left alone and must have monitored supervision. Children ages seven to nine are allowed to explore their environment (playgrounds or yards) but must be afforded protection. Therefore, children in this age group must have access to adult monitored supervision. Parents may need to utilize CYS supervised care/activity options available on post. Children will not be left alone overnight. Children in this age group cannot be dropped off at DMWR activities (e.g., swimming pools, bowling and gym activities) without adult supervision per this installation policy guidance.

(4) It is the parent's responsibility to determine the appropriate level of supervision for children 10 to 11 years of age. The parent must, in all cases, have an emergency plan in place. At no time may the children be left alone overnight, or left unattended for more than two hours. Children in this age group will not be dropped off at DMWR activities (e.g., swimming pools, bowling and gym activities) without adult supervision per this installation policy guidance.

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(5) Children 12 to 14 years of age may not be left alone overnight. If unattended at any time or place for more than three hours, an adult must check on them either in person or telephonically. There must always be an emergency plan in place and access to an adult in case of emergency.

(6) Children ages 15 to 17 may be left alone for up to six hours during the day or evening hours, but not left alone overnight. There must always be an emergency plan in place and access to an adult in case of emergency.

(7) Parents are required to have a written plan for the care and supervision of their children between 6 and 14 years of age (or kindergarten to 8th grade) during periods of time when the children are out of school and the parent is on duty (encl). Out of school time includes before and after school, vacation and school out days. It is the parents' responsibility to safeguard their children and to determine the appropriate level of supervision. The plan should be similar to the Family Care Plan and completed by the parent, updated annually and monitored and maintained on file in the Soldier's unit.

(8) Children ages 10 and older who are left alone in quarters IAW paragraph 4(b) of this policy must have access to a designated adult who is available in the event of emergencies. All children must have the supervising adult's work and home phone numbers and necessary emergency phone numbers, and the designated adult must be within the local area. Local area is defined as an area or location that is no more than one hour away by car.

c. Actions taken when children are found unattended.

(1) The Provost Marshal Office (PMO) will take necessary action to ensure the safety and protection of children on the installation. Children regardless of age will not be left unattended in a car. Action taken by the MPs when children are found unattended will depend upon the degree of danger in which the child is found. When the MPs determine that a child is unattended, the following action will be taken.

(a) The immediate safety needs of the child will be ensured.

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(b) MPs will attempt to locate the parent or parent designee. If such person cannot be located, the MP desk sergeant will be notified to contact the parent's commander or supervisor.

(c) After one hour, Social Work Service (SWS) will be contacted and will assume responsibility of the situation in accordance with established child abuse/neglect assessment procedures. Children will only be taken to the MP station if parent or designee cannot be located. SWS will notify the Family Advocacy Program (FAP) Manager (FAPM).

(d) The MPs will make a journal entry in their daily log.

(2) All cases will be reported to SWS for review by the CRC according to AR 608-18 and FAP policies and procedures.

d. Children who are in the care of a certified Family Child Care (FCC) provider will be supervised in accordance with guidelines set forth in AR 608-10, AR 608-18, and local procedures. Any individual who keeps children in their home on a regular basis for more than 10 hours per week must be registered as an FCC provider.

e. Special provisions.

(1) Children in kindergarten traveling to and from school must be accompanied by an adult, supervisor or an older child attending that school. If the kindergarten age child is accompanied by an older child, they are limited to traveling within a radius of 1¼ miles of the school.

(2) Children enrolled in the first grade and above may travel to and from school unaccompanied, but they are limited to traveling within a radius of 1¼ miles of the school when unaccompanied.

(3) Children who meet the criteria for the Exceptional Family Member Program as defined by AR 608-75 may require modification of these guidelines in accordance with their special needs. Parents are responsible for evaluating the supervision needs of their children.

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(4) Children age 12 years and older may baby-sit after completing an appropriate CYS approved (Red Cross) baby-sitting course, however, baby-sitters 12 to 14 years must have an adult check on them every three hours, either in person or telephonically. Baby-sitters 15 to 17 may be left alone for up to six hours during the day or evening hours. CYS can provide a list of baby-sitters who are certified.

(5) If overnight care or baby-sitting is needed, parents are encouraged to use FCC providers or contact CYS for information and assistance. Overnight childcare or baby-sitting may not be provided by anyone under the age of 18 years. Parents arranging for overnight childcare need to ensure that an appropriate medical power of attorney is available when making these arrangements.

5. RESOURCES. The Family Advocacy Program (FAPM) at ACS is available to provide guidance to parents regarding this policy and childcare plans. CYS and School Age Services (SAS) provide assistance with assessing childcare resources. Contact numbers are FAPM, (913)684-2800; CYS, (913)684-1653 and SAS, (913)684-5125.

6. SUPERSESSION. This policy supersedes Fort Leavenworth Command Policy #14-05, Supervision of Children and Home Alone Policy Guidelines, dated 16 Feb 05.

7. PROPONENT. The proponent for this policy is the Directorate of Morale Welfare and Recreation, FAP Office, 684-2800.

FOR THE COMMANDER:

Encl
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//Original Signed//
BRYAN R. OWENS
Colonel, GS
Chief of Staff

DISTRIBUTION:
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