



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP, STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

ATZT-MWR-A

11 JUL 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #36-02, Unattended Minor Children

1. References.

- a. AR 608-18, Army Family Advocacy Program, September 1995.
- b. AR 608-10, Child Development Services, February 1990. Change 1 Effective August 1997.
- c. Department of Defense Instruction (DODI) 6060.3, School-Age Care Programs, December 96, NOTAL
- d. Memorandum, HQ CFSC-CYS, July 00, Subject: Out of School Supervision Requirements for Elementary and Middle School Children and Youth During Parental Duty Hours.
- e. Memorandum, HQ CFSC-CYS, July 00, Subject: 1999-2000 Child and Youth Services (CYS) Fee Policies and Guidance.
- f. Memorandum, HQ CFSC-CYS, July 00, Subject: Child and Youth Services (CYS) Open Recreation.
- g. Memorandum, HX CFSC-SFCY, April 97, Subject: Out of School Home Alone Policy (rescinded with this memorandum).

2. Purpose. The purpose of this command policy is to:

- a. Emphasize the need for sponsors to be responsible for the health, welfare, and safety of minor family member at all times.
- b. Articulate the rationale for more stringent supervision requirement outlined in this memorandum than is required in AR 608-18, paragraph 3-5e, Indicators of Child Abuse.
- c. Outline "out of school child and youth supervision criteria during parental duty hours" to include installation home alone policies.
- d. Provide parents with choices and information about a variety of supervision options for their elementary and middle school children and youth.

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3. POLICY. This policy applies to all civilian and military personnel when on Fort Leonard Wood. A violation of this policy subjects military personnel to disciplinary action under the Uniform Code of Military Justice. Violation of this policy may also subject personnel to criminal prosecution, civil liability, or termination of housing privileges on the installation.

a. Sponsors are responsible for the health, welfare, and safety of minor family members at all times. Sponsors 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.

b. In all cases, interpretation of this policy should be made in favor of the child's safety.

c. No child will be left unattended under circumstances involving potential or actual risk to the child's health and safety.

d. Refer to the Age Matrix (**enclosure 1**) for minimum standards for use in making decision involving safety and proper supervision of children.

e. To increase parental choice options, the installation CYS Registration Office will provide information to parents about available on and off post supervised activities and care options (**enclosure 2**).

4. PROCEDURES.

a. Children one to three years of age require close supervision and will be under direct visual contact when awake. 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 alone at any time.

b. Four to six year olds may play in an appropriately designated safe area but must have immediate access to adult supervision. NOTE: Immediate access is defined as within eyesight or hearing distance and ability to respond within 30 seconds.

c. Children seven to nine years of age can be allowed to explore their environment but must also be afforded protection and therefore must have access to adult supervision. NOTE: Access is defined as having ability to contact a verifiable, prearranged, responsible adult in the immediate quarters area in case of emergency and the sponsor knowing the location of the child.

d. Children left alone in quarters:

(1) Children 10-11 years of age may be left alone for no more than 3 hours during the day or evening.

(2) Children 12-14 years of age may be left alone for no more than 6 hours during the day or evening.

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(3) Children 15 years of age and older may be left alone overnight.

(4) All children alone in quarters, regardless of age, must have access to a parental designated adult who is available in the event of emergencies. All children must have the responsible adult's work and home phone numbers. Children who are not in direct supervision should know, at a minimum, what to do in case of emergency; i.e., injury, fire, assault, parents not returning as expected, etc.

5. Special Provisions.

a. 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.

b. 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 for such care, will be supervised by the FCC provider in accordance with guidelines set forth in AR 608-10, and local procedures.

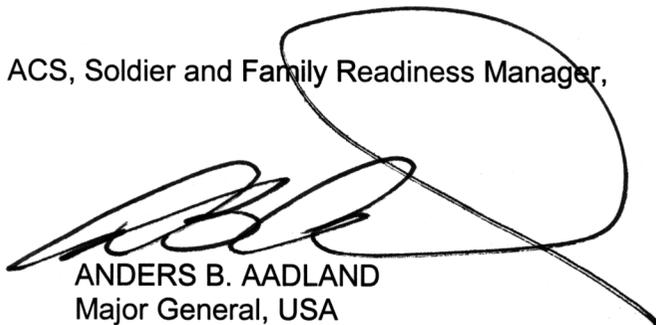
c. Except for extreme emergency conditions involving health and safety, children under the age of ten years will not be left alone in family quarters or alone in a motor vehicle.

d. Elementary school children may walk up to 1 mile unaccompanied to school, bus, or activity options with parental permission. NOTE: It is the responsibility of parents to assure that the child(ren) has access to adult supervision in the quarters area and destination.

6. PROPONENCY. The proponent for this policy is the Directorate of Morale, Welfare, and Recreation (DWMR).

7. Point of contact for this policy is the ACS, Soldier and Family Readiness Manager, (573) 596-0212.

2 Encls



ANDERS B. AADLAND
Major General, USA
Commanding

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and Personal Staff Offices

AGE 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, if necessary, raise the age limits.

Age of Child	Left Without Sitter in Quarters	Left Alone Overnight	Play Outside Unattended	Left in Car Unattended	Child Sit Siblings	Child Sit Others
Newborn thru age 3yrs	NO	NO	NO	NO	NO	NO
4 - 6 years	NO	NO	YES: with immediate access (visual sight or hearing distance) to adult supervision	NO	NO	NO
7 - 9 years	NO	NO	YES: with access to adult supervision and sponsor knows location of child	NO	NO	NO
10 - 11 years	YES: with ready access to adult supervision; Limit - 3hrs	NO	YES: with access to adult supervision	YES: with keys removed and handbrake applied	NO	NO
12 - 14 years	YES: with access to adult supervision; Limit - 6 hrs	NO	YES: with access to adult supervision	YES	YES: **see below	YES: ** see below may not sit overnight
15 - 18 years	YES	YES: with access to adult supervision	YES: with access to adult supervision	YES	YES: **see below	YES: **see below may sit overnight

**Recommend Child Development Services Baby-sitting Training Course, call 596-0238 for more information
Must be 13 years old to attend this course, IAW AR 608-10, para 7-30 (a)

OUT OF SCHOOL SUPERVISION OPTIONS

SUPERVISION LEVELS	DEFINITION	SUPERVISION OPTIONS
<p>DIRECT</p>	<p>Adult supervision on a regular basis during out of school hours during parental duty day.</p>	<p>CYS 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
<p>MONITORED AND SELF CARE</p>	<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 in monitored selfcare.</p>	<p>CYS SPONSORED:</p> <ul style="list-style-type: none"> • Youth Services • Neighborhood Activity Homes • 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.