DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
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ATZT-CG

19 APR 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 22, Unattended Child/Youth Supervision and Curfew Policy

1. REFERENCES.

a. AR 608-10 (Child Development Services), 15 July 1997.

b. AR 608-75 (Exceptional Family Member Program), 22 November 2006 with Rapid Action Revision (RAR) Issue Date: 24 February 2011.

c. AR 608-18 (The Army Family Advocacy Program), 30 October 2007 with RAR Issue Date: 13 September 2011.

d. Department of Defense Instruction (DODI) 6060.3, School-Age Care (SAC) Program, 19 December 1996.

e. Memorandum, HQ CFSC-CYS, July 2000, subject: Out-of-School Supervision Requirements for Elementary and Middle School Children and Youth During Parental Duty Hours.

f. Memorandum, HQ CFSC-CYS, 22 June 2005, subject: 2005-2006 Interim Army Child and Youth Services (CYS) Fee Policies and Guidance.

g. Memorandum, HQ CFSC-CYS, 13 July 2000, subject: Child and Youth Services (CYS) Open Recreation.

h. Revised Statutes of Missouri, Sections 568.030, 568.032, 568.045, 568.050, and 568.052.

2. GENERAL. This policy memorandum—

a. Emphasizes the need for sponsors to be responsible for the health, welfare, and safety of children and youth at all times.

b. Outlines "out-of-school child and youth supervision criteria during parental duty hours" to include installation home alone policies.

c. Identifies parameters of installation curfew for children/youth including hours, response, and off-limit areas.

d. Provides parents with choices and information about a variety of supervision options for their elementary, middle, and high school children and youth.

3. POLICY AND PROCEDURES.

a. Policy. This policy is issued as a general order and applies to all Civilian and military personnel when on Fort Leonard Wood. This policy applies to the care and supervision of all children/youth when physically present on Fort Leonard Wood during both the duty day (generally 0600-1800, Monday through Friday) and off-duty hours. 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 Civilian personnel to criminal prosecution.

(1) The health, welfare, and safety of children/youth are a parental responsibility. Parents/guardians are expected to assess the physical and emotional capabilities of their children/youth and the potential risks or advantages to their children/youth in selecting the most appropriate supervision or care option.

(2) Sponsor parents/guardians 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.

(3) These policies are minimum standards, and parents or guardians should assess their children individually, and if necessary, raise the age limits.

(4) No child/youth will be left unattended either by absence or inattention of the parent, guardian, foster parent, caregiver, or "supervisor" under circumstances involving potential or actual risk to the child/youth's health and safety.

(5) A "supervisor" is any person 13 years of age or older who is in a supervisory childcare role and can adequately provide for a child/youth's welfare and safety in all circumstances deemed appropriate. A "supervisor" under the age of 18 must have immediate access to adult supervision in case of an emergency. Access is defined as the "supervisor" having the ability to—

- Contact a verifiable, prearranged, and responsible adult in the immediate housing area who would be able to respond to an emergency;
- Assure the sponsor knows the location of the children/youth; and
- Understand how to access emergency services through the 911 system.

A "supervisor" must be 15 years of age or older to be in a supervisory role of non-familial children/youth for overnight care. It is the responsibility of sponsors to assure that the "supervisor" of their children/youth has immediate access to adult supervision and that each "supervisor" can demonstrate individual responsibility for the number of children/youth under their supervision.

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

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

(8) The child/youth's age will take precedence over the child/youth's grade in school.

(9) In all cases, interpretation of this policy should be made in favor of the child/youth's safety.

b. Procedures. The procedures of this child and youth supervision policy were developed by a multidisciplinary team including CYS Services; the Family Advocacy Program, Army Community Service (ACS); the Provost Marshal's Office; the Staff Judge Advocate; command representatives; housing officials; and military Family members.

(1) Children newborn through 2 years of age require close supervision and will be under direct monitored care. 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 unattended at any time. A "supervisor" under the age of 18 may not exceed a 1:1 ratio of "supervisor" to child.

(2) Children 2-4 years of age require close supervision and will be under direct monitored care. 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 unattended at any time. A "supervisor" under the age of

16 may not exceed a 1:1 ratio of "supervisor" to child, and a "supervisor between the ages of 16 and 18 may not exceed a 1:2 ratio of "supervisor" to children.

(3) Children 5-6 years of age may play outside unsupervised in an appropriately designated safe area but must be in visual sight or hearing distance and have immediate access to adult supervision. They may not be left in self care or home alone at any time. A "supervisor" under the age of 18 may not exceed a 1:2 ratio of "supervisor" to children.

(4) Children 7-9 years of age may play outside unsupervised and can be allowed to explore their environment, but must also be afforded protection. Therefore, they must have access to adult supervision, and the sponsor must know the location of the child. They may not be left in self care or home alone at any time. A "supervisor" under the age of 18 may not exceed a 1:2 ratio of "supervisor" to children.

(5) Children/youth left alone in quarters.

(a) Children/youth 10-11 years of age may be unsupervised in self or monitored care with ready access to adult supervision for no more than 3 hours during the day or evening. They may not be left in self care or home alone on a regular basis during weekdays or out of school sessions (such as vacations, weekends, and holidays).

(b) Youth 12-14 years of age may be unsupervised in self or monitored care with ready access to adult supervision for no more than 6 hours during the day or evening. They may not be left in self care or home alone on a regular basis during weekdays or out of school sessions (such as vacations, weekends, and holidays).

(c) Youth 15 years of age and older may be unsupervised in self care during the day, evening, and overnight. They may not be left in self care or home alone on a regular basis during weekdays or out of school sessions (such as vacations, weekends, and holidays).

(d) All children/youth unsupervised in quarters, regardless of age, must have access to a verifiable, prearranged, and responsible adult in the immediate housing area that would be able to respond to an emergency. All children must have the responsible adult's work and home phone numbers. Children who are not under direct supervision should know, at a minimum, what to do in case of emergency (such as injury, fire, assault, and parents not returning as expected) and understand how to access emergency services through the 911 system.

c. Special Provisions.

(1) 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.

(2) 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.

(3) Except for extreme emergency conditions involving health and safety, children 9 years of age and under will not be left alone in family quarters or alone in a motor vehicle.

(4) Elementary school children 5 years of age or older may walk up to 1 mile unaccompanied to and from school, a bus stop, or other youth activities by themselves or in groups by a prearranged route with parental permission and access to adult supervision. **NOTE: It is the responsibility of parents to assure that the child(ren) has access to adult supervision in the housing area and destination.**

d. Missouri Revised Statutes. Chapter 568 of the Missouri Revised Statutes addresses offenses against the Family. Sections 568.030, 568.032, 568.045, 568.050, and 568.052 make abandonment, neglect, and leaving a child in a vehicle—under certain conditions—criminal offenses. These laws apply to anyone on Fort Leonard Wood regardless of military status.

e. Child curfew.

(1) The following guidelines will be followed when implementing curfew:

(a) Curfew will be enforced when any child/youth under the age of 18 years old is not accompanied by either a parent or guardian or an adult person duly authorized by a parent or guardian to accompany the child/youth.

(b) During curfew, children/youth not accompanied by an adult or guardian are restricted from going to or remaining on any post street, post business (such as a bowling alley or an arcade), or entering onto post through any gate. Exceptions to this policy (annotated below in para 3e(4)(f)) will only be made in certain circumstances, with the military police (MP) using discretion.

(2) Curfew hours for children/youth are between the hours of 2300 and 0500, year round.

(3) When children/youth are violating the established installation curfew, any on-post business or establishment will not allow the child/youth access to activities and will notify the MP.

(4) When the MP finds children/youth that have violated this curfew policy, or respond to a situation where a child/youth has violated this curfew policy, the following will transpire:

(a) The MP will transport the violator(s) to the MP Station via unmarked MP sedan.

(b) The sponsor/legal guardian will be contacted and advised to pick up the child/youth from the MP Station.

(c) The curfew violation will be reported in either the MP Blotter or Journal. The Military Police Investigation (MPI) section will maintain a database of curfew violators. This database will be utilized to track repeat offenders.

- Depending on the situation and status of the violator (for example, a repeat offender or the child/youth has other violations on his/her record), the MP may report the violation to the sponsor's chain of command

- If a child/youth violates this policy more than once, the sponsor's chain of command will be notified by the MP Desk at the time of the incident.

(d) If the curfew violator is not a military Family member, he/she will be transported to the MP Station via unmarked MP sedan, and the personal information will be annotated in the curfew violation database.

- The parent/legal guardian will be contacted and advised to pick up the child/youth from the MP Station.

- If children/youth who are not military Family members violate this curfew policy more than once, they will be considered for actions to bar their entry onto Fort Leonard Wood.

(e) Depending on the severity of the violation, as well as the child/youth's past criminal history, the violator and his/her Family may be requested to appear before the Fort Leonard Wood Juvenile Review Board.

(f) Children/youth, who are coming home (on post) or outside their quarters after curfew begins (2300), must have a legitimate reason (such as work or sanctioned community event). The child/youth will be field identified and dealt with on a case-by-case basis. The parent/guardian will be contacted to determine validity of the youth's situation, if warranted.

f. On-post off-limits areas. The following locations on Fort Leonard Wood are considered off-limits for children/youth. Children/youth may not visit these areas unless accompanied by their parent or guardian. Other exceptions for children/youth to visit these areas may be granted on a case-by-case basis by the commander of each particular housing unit.

(1) All single Service member housing units to include—

(a) Indiana Avenue housing area.

(b) Emmell Street housing area.

(c) Boquet Street housing area.

(d) Specker Barracks housing complex.

(e) Any housing areas single Service members inhabit.

(2) All initial entry training (IET) barracks.

(3) Commanders of the above housing units should post signs stating that children/youth under the age of 18 are prohibited from visiting these areas, unless accompanied by their parent or guardian, or approved by the commander.

g. Support options.

(1) Activity options are available through School-Age Services (SAS), Middle School/Teen (MST) Programs, Youth Sports and Fitness Programs, and Family Child Care.

(2) Baby Sitting Courses are available through CYS Services (596-0238) and American Red Cross (364-3947). Youth must be 13 years old to attend the CYS Services course, IAW AR 608-10, paragraph 7-30 (a).

(3) The CYS Services Resource and Referral Office can provide information to parents about available off-post supervised activities and care options available through schools, youth organizations, and other agencies.

4. SUPERSESSION. This policy supersedes Command Policy 22, 9 June 2014. This policy complies with DOD Instruction 6060.3 (ref 1(c)) which requires commanders to implement a policy that addresses the ages and circumstances under which children under the age of 12 years old can be left without adult supervision. To the extent that this policy conflicts with other guidance issued by units or directorates on Fort Leonard Wood, the provisions of this policy shall take precedence.

5. PROPONENT. The proponent for this policy is the Directorate of Army Community Service, Family Advocacy Program. Point of contact for this policy is the Soldier and Family Readiness Manager, 596-0212.

KENT D. SAVRE
Major General, USA
Commanding General

2 Encls
1. Age matrix
2. Supervised activities and care options

DISTRIBUTION:
All Schools, Brigades, Battalions, Companies, Detachments, Tenant Units, Directorates, and Personal Staff Offices

FORT LEONARD WOOD CHILD/YOUTH SUPERVISION POLICY 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 4 years	NO	NO	NO	NO	NO	NO
5 – 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: on occasion, with ready access to adult supervision; LIMIT: 3 hrs	NO	YES: with access to adult supervision	YES: with keys removed and parking brake applied	NO	NO
12 – 14 years	YES: on occasion, with ready 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 - 17 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 CYS Services Baby-sitting Training Course. Per AR 608-18, must be 13 years old to attend this course.

FORT LEONARD WOOD OUT OF SCHOOL SUPERVISION OPTIONS

SUPERVISION LEVELS	DEFINITION	SUPERVISION OPTIONS
DIRECT	Adult supervision on a regular basis during out of school hours during parental duty day.	CYS SERVICES SPONSORED: • School-age Services (SAS) • Child Development Center (CDC) • Family Child Care (FCC) COMMUNITY RESOURCES: • In-home babysitter • Nanny • Schools • Civilian Child Care Programs
MONITORED AND SELF CARE	An adult is aware of child's location and activities during out of school hours. An emergency contact is available at all times. Parents assess child's ability to be in monitored self-care.	CYS SERVICES SPONSORED: • Youth Services • Neighborhood Activity Homes • Team Sports • Instructional Classes • Clubs/Volunteer Activities • Teen Centers COMMUNITY RESOURCES: • 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.