



DEPARTMENT OF THE ARMY

221ST BASE SUPPORT BATTALION
UNIT 29623
APO AE 09096

AETV-WSB-CO

01 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 221st Base Support Battalion (BSB) Commander's Policy (CP) 2-1 (Unauthorized Child Care)

1. Reference: AR 608-10, 12 Mar 1990, Child and Youth Services (CYS)
2. Purpose: This policy is to establish guidelines governing unauthorized child care in government owned or leased housing.
3. Applicability: Policy applicable to sponsors and their dependents residing in the 221st BSB.
4. Procedures: Unauthorized child care refers to providing child care in government owned or leased housing units by individuals not certified as FCC providers, who provide this service in excess of 10 child care hours per week on a regular basis. This does not apply to care for children in their own home, care by relatives or care provided on occasional basis. For example, if you watch a friend's child all day once, you provide child care for more than ten hours, but you do not do it on a regular basis. You do not need to be an FCC provider.
 - a. A child care hour is one hour of care for one child. For example, someone that cares for two children for four hours each would have provided eight child care hours.
 - b. When unauthorized child care occurring in Government owned or leased housing is brought to the attention of CYS, the following steps will be taken in accordance to AR 608-10:
 - c. Family Child Care (FCC) management personnel will visit the home within three working days, to verify whether or not an individual is providing in-home child care without FCC certification. The FCC management personnel will not enter the housing unit without the consent of an adult occupant. If the occupant refuses admittance, the Provost Marshal will be contacted to assist FCC personnel in gaining entry.
 - d. If it is determined that care in excess of 10 childcare hours per week is being provided on a regular basis, within two working days after the visit, the individual providing care will be informed in writing, by the 221st BSB Commander, of their violation and given notice to cease providing child care immediately. Individuals providing uncertified child care in government housing will be advised that their housing privileges may be terminated if the child care

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continues. A copy of this letter will be sent to the Directorate of Public Works (DPW) Housing Division.

e. If the individual providing care has applied and been deemed qualified to be an FCC provider, the FCC Director can on a case-by-case basis, work out a plan for care of the children which minimizes the disruption to the children already in care.

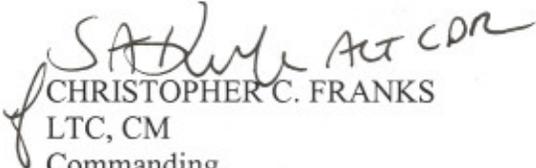
f. Parents of the children in uncertified child care will be notified in writing of the status of their uncertified child care provider.

g. When an individual who has been notified in writing of the violation of Army FCC requirements, and has made no attempt to begin certification process within 10 days of receipt of notice of violation and is continuing to provide care, CYS personnel will again notify the 221st BSB Commander and DPW Housing in writing, with a recommendation as to further action.

5. The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the 221st BSB Adjutant within two weeks of the anniversary date. Policies requiring revision will be submitted within 30 days of the anniversary date for the Commanders approval/signature.

6. The Point of Contact is LaVonne Gullickson, FCC Director, DSN 338-7729 or Civilian 0611-3807729

7. "Team 221st!"


CHRISTOPHER C. FRANKS
LTC, CM
Commanding

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