

Commander's Policy Statement
Tobyhanna Army Depot

Policy Number 10-1 (ASMEL-TY-CO)

SUBJECT: Installation Child Supervision Policy

1. Applicability: This policy applies to all military service members and family members residing in housing.
2. References.
 - a. AR 608-18, Family Advocacy Program, 30 Oct 07.
 - b. AR 608-10, Child Development Services, 15 Jul 97.
 - c. Memorandum, HQ CFSC-CYS, July 2000, subject: Out of School Child Supervision Requirements for Elementary and Middle School Children and Youth During Parental Duty Hours.
3. Policy. The TYAD guidelines for the supervision of minor children are based on the child's grade in school. The attached Appendix B explains the level of supervision required for children and specifies the following:
 - a. Children not yet enrolled in formal education, require direct supervision at all times.
 - b. Children in kindergarten through fifth grades will not be in self-care or home alone during weekday, school-out, vacation and/or summer out of school time.
 - c. Children in grades sixth through eighth can be in self-care or home alone for up to six hours, with ready access to adult supervision.
 - d. Children in grades ninth through twelfth can be in self-care or home alone between the hours of 0600 and 2400, but need adult supervision between the hours of 2400 to 0600.
4. Responsibilities.
 - a. Military service members are responsible at all times for the supervision, health, safety and welfare of their family members and guests on the installation.
 - b. Child, Youth and School Age Services (CYSS) will maintain a referral list of registered babysitters who are 13 and older and who have completed the babysitting course. Unauthorized childcare can result in a loss of housing privileges for the offending families (see Appendix C).

c. Security will respond and investigate incidents and report to the Depot Sergeant Major. Violation of this policy will result in the following consequences:

(1) A first offense will result in a verbal warning from the Depot Sergeant Major and a follow-up letter detailing the incident and outlining what actions will be taken if the family violates the policy again.

(2) A second offense will result in a written notice to the family and the Installation Commander from the Depot Sergeant Major detailing the violation and recommending a written counseling statement.

(3) A third offense will result in a written letter to the installation commander from the Depot Sergeant Major, as well as a referral to the Family Advocacy Program Manager (FAPM) to assess parenting skills and, if determined necessary, appropriate interventions.

(4) The fourth offense will result in a written request from the Depot Sergeant Major to the Installation Commander to terminate housing privileges for the offending family.

d. Copies of all written correspondence from the Unit Commander to active duty members and installation command regarding violation of this policy will be supplied to the Housing Officer.

f. The Installation Commander and Security have discretion in enforcement of this policy based on assessments of family situations and child maturity when incidents occur.

5. Information relevant to the Child Supervision Policy has been included (Appendix A – Curfew Policy; Appendix B – Child Supervision Guidelines; Appendix C – Unauthorized Child Care; Appendix D – Bus Stop Supervision).

6. Point Of Contact is Mrs. Heather Fiedler, FAPM, (570) 615-7509.

CHARLES C. GIBSON
Colonel, Logistics Corps
Commanding

APPENDIX A
CURFEW POLICY

Juveniles on the installation are subject to curfew. A juvenile is defined as a family member or guest who has not attained his/her 18th birthday and is not enlisted in military service. A juvenile will not be permitted to be outside family quarters during Saturday through Sunday, 2200 – 0600, unless the juvenile is accompanied by a parent or other responsible person over the age of 18.

APPENDIX B

Age or grade of child	Child Characteristics	May be left alone at home	May be left alone overnight	May be left outside unattended (playing)	May be left alone in a vehicle	May baby-sit siblings	May baby-sit others (besides siblings)
Newborn to age 5	Requires close supervision at all times.	NO	NO	NO	NO	NO	NO
Kindergarten through fifth grades	Children begin to explore their environments under supervision.	NO	NO	At playground (close to home) or with immediate access (sight or hearing distance) to adult supervision.	NO	NO	NO
Sixth through Eighth grades	Children are approaching the adolescent years when there is an increased need for responsibility.	For UP TO 6 hours, with ready access to adult supervision.	NO	YES	YES	YES – *babysitting course is highly recommended.	YES – *babysitting course is highly recommended.
Ninth through Tenth grades	Children continue to need to know how to access parents and guidance for emergency situations.	YES	NO	YES	YES	YES – *babysitting course is highly recommended.	YES – *babysitting course is highly recommended.
Eleventh through Twelfth grades	Parents are responsible for their children and their actions as long as family member status is maintained.	YES	YES – indirect supervision recommended.	YES	YES	YES – *babysitting course is highly recommended.	YES – *babysitting course is highly recommended.

* Babysitting requirements are based on the Army Child & Youth Services Babysitting Curriculum. Information about the babysitting course can be obtained at Child, Youth and School Age Services, building 335, (570) 615-6559.

APPENDIX C
UNAUTHORIZED CHILD CARE

Unauthorized care is prohibited in government owned or leased housing or in family housing located on the installation. Unauthorized child care is defined as "*care in excess of 10 child care hours per week...on a regular basis.*" If you are providing unauthorized childcare, you risk losing housing privileges at Tobyhanna Army Depot.

CYSS offers training and certification to qualified applicants through the Family Child Care (FCC) Program. The purpose of FCC is to ensure that care giving environments are conducive to the growth, development and well being of every child.

Anyone providing care in his or her home on a regular basis in excess of 10 hours per week MUST be certified as a FCC provider. If a child care provider cares for your children in your home, you are responsible to ensure that the caregiver is qualified. The caregiver, if coming to your home, does not have to register with the FCC Program. **Caregivers MUST register with FCC when care is provided outside the child's home.**

APPENDIX D
BUS STOP SUPERVISION

If a child living in base housing becomes a behavior problem at the bus stop (i.e., smoking, fighting, cursing, vandalizing, etc.), the active duty member or spouse will be required to accompany the child(ren) to and from the bus stop and stay until the child(ren) has either been picked up or dropped off. This will be assessed by Security and referred to the active duty member's commander for enforcement.



TOBYHANNA ARMY DEPOT

11 HAP ARNOLD BOULEVARD
TOBYHANNA, PA 18466
WWW.TOBYHANNA.ARMY.MIL

ISO 9001:2008 AS 9100:2009 AS 9110:2009 ISO 14001:2004 OHSAS 18001:2007

EXCELLENCE IN ELECTRONICS®

Guide to Supervise Your Child Child Supervision Guidance (SY 2014-15)

- 1) Children with a history of Attention Deficit Hyperactivity (ADHD), Attention Deficit Disorder (ADD), Developmental Delays, behavioral problems, impulsivity, psychiatric problems or other impairments should not be given the degree of self management/responsibility allowed in this policy.

HOME ALONE?

- Newborn to Age 5 - **NEVER**
- Grades Kindergarten-5th (Age 6-10) - (**NEVER**)
- Grades 5th- 6th (Age 11) - 2 hours home alone with ready access to adult supervision. (**NEVER** overnight)
- Grades 7th-8th (Ages 12-13) Up to 6 hours (in 24 hour period) with ready access to adult supervision. (**NEVER** overnight *Babysitter course highly recommended)
- Grades 9th-10th (Ages 14-15), May be left home alone- (**NEVER** overnight- *Babysitter course highly recommended)
- Grades 11 & 12 (Ages 16-17) May be alone overnight with access to designated adult in the area. Youth must have name and cell phone/home phone number of contact designee who lives within a 30 minute radius for emergency contact.
- *Age 18 and older, residing in Housing, adult rules apply.

BABYSITTING?

- Newborn to Grade 6th (Ages 0-11) - **NO**
- Grades 7th-12th (Ages 12-17) May baby-sit siblings and others. (**NEVER** overnight)
- *Babysitter course highly recommended.



UNATTENDED IN VEHICLE?

- Newborn to Grades 5th-6th (Ages 0-11) - **NEVER**
- Grades 7th and up (Ages 12+) **Yes**

UNATTENDED OUTSIDE?

- Newborn to Age 5 - **NEVER**
- Grades Kindergarten-5th (Age 6-10) - At playground (close to home) And with immediate access (sight & hearing distance) to adult supervision
- Grades 5th- 6th (Age 11) - 2 hours with ready access to adult supervision.
- Grades 7th and up (Ages 12+) **Yes**

