



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5000

JUL 28 2008

IMNE-DRM-GC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #08-07, Parental Responsibilities and Supervision for Children and Youth

1. References:

a. Memorandum DA CFSC, 11 July 2000, Subject: Out of School Supervision Requirements for Elementary and Middle School Children and Youth during Parental Duty Hours.

b. AR 608-18, Family Advocacy Program, 30 October 2007

c. New York Penal Law 260.10, Articles 3,7, and 10; New York Family Court Act.

2. Purpose: This policy imposes requirements for the supervision and safety of children on Fort Drum, implementing the above references. Children are our most valuable asset, and deserve to be cared for properly. They need rules and guidance to protect them and keep them safe. This policy memorandum will outline such guidance in order to:

a. Protect the safety of children and young teens by ensuring they are not unsupervised on an ongoing basis.

b. Safeguard others from risks associated with children and young teens unsupervised in housing/common areas, e.g., playing with matches or guns.

c. Minimize installation property damage, e.g., vandalism that occurs when school age children and young teens are unsupervised.

d. Reduce Soldier, Civilian, and Family member lost duty time due to child/youth misconduct through lack of supervision.

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3. Policy/Procedures:

a. This policy applies to all Civilian and military personnel at Fort Drum or assigned to Fort Drum. 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.

b. 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.

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

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

e. Chronological age will take precedence over child's grade in school.

f. Individuals should refer to the Age Matrix (enclosure 1) for minimum standards for use in making decisions involving safety and proper supervision of children.

g. A "supervisor" is any person in 8th grade (13 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.

(1) Newborns to three years of age require close supervision and will be under direct visual contact. The supervisor must be able to respond to any emergency or threatening situation. Sleeping/napping children will be checked every 30 minutes (exempt are night time sleeping hours). Children in this age group will not be left alone at any time.

(2) Children through 1st grade (6 years of age) may play in an appropriately designated safe area in the child's neighborhood if the child can understand and follow rules and restrictions that are set. The supervisor must check the designated area (a minimum of every 20 minutes) to ensure the safety and whereabouts of the child and the child must have immediate access to the supervisor.

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NOTE: Immediate access is defined as within eyesight or hearing distance and ability to respond within 30 seconds.

(3) Children in 2nd – 4th grade (7 to 9 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 case of emergency and an adult supervisor knowing the location of the child.

(4) Children in 5th – 9th grade (10 to 14 years of age) must be in a designated neighborhood area established by their supervisor. This area should be convenient for the supervisor to make regular checks on the child. Supervisors should have the child check-in if the child is changing locations. If the child is not mature enough to check-in with a supervisor, the standards for younger children will apply.

(5) Youth in 10th – 12th grade (15 to 18 years of age) may supervise themselves. They must be mature enough to notify the contact person in case of an emergency situation. Parents are responsible for insuring that the child knows proper emergency procedures, i.e., contact persons, telephone numbers, fire evacuation, etc.

h. Children in 5th grade (11 years and younger) must be “supervised” by a parent, guardian, a sibling at least in 7th grade (for a maximum of two hours), or a person outside the Family in 8th grade or higher. Teen supervisors in 8th or 9th grade must have completed an approved baby-sitter’s training course.

i. Children left alone in quarters:

(1) Children in 5th and 6th grade (10-11 years of age) may be left alone for no more than three hours during the day or evening.

(2) Youth 7th and 9th grade (12 to 14 years of age) may be left alone for no more than six hours during the day or evening.

(3) Youth in 10th grade and above (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.

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All children must have the supervising adult's work and home phone numbers and necessary emergency phone numbers, and the sponsor must be within the local area. 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. NOTE: Local area is defined as an area or location that is no more than one hour away by car.

j. Children in 4th grade and under will not be left alone in cars, trucks or vans for any period of time regardless of line of sight supervision. Children in 5th and 6th grades may be left unattended in a vehicle only when the keys have been removed by the driver and the handbrake applied.

k. Sponsors will ensure their children do not:

(1) Damage or deface buildings, bus shelters, or signs.

(2) Dig up or otherwise damage landscaped and seeded areas.

(3) Fire air rifles, pellet guns, BB guns, throw rocks, shoot arrows, operate motor driven planes or play with any other type of dangerous objects which may be hazardous to an occupant's safety or property. Use of any type of fireworks is strictly forbidden.

(4) Leave bicycles or toys in the street or on the sidewalks.

4. Special Provisions. The provisions of this policy memorandum do not apply to children who, for whatever reason, need closer supervision than is required by paragraphs 3c-g above. Parents whose children, for whatever reason, need closer supervision than required in paragraphs 3c-g of this policy memorandum must take appropriate steps to ensure that their children are properly supervised.

a. Children who meet the criteria for the Exceptional Family Member Program (EFMP), as defined in AR 608-75, Exceptional Family Member Program, 22 November 2006, 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,

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will be supervised by the FCC provider in accordance with guidelines set forth in **AR 608-10, Child Development Services, 15 July 1997; AR 608-18, The Army Family Advocacy Program, 30 October 2007, and local procedures.**

c. Except for extreme emergency conditions involving health and safety, children in 4th grade and below (under 10 years of age) will not be left alone in quarters or alone in a motor vehicle.

5. A person is guilty of endangering the welfare of a child when:

a. He/she knowingly acts in the manner likely to be injurious to the physical, mental, or moral welfare of a child less than 17 years old or directs or authorizes such child to engage in an occupation involving a substantial risk of danger to his life or health; or

b. Being a parent, guardian, or other legally charged with the care or custody of a child less than 18 years old, he/she fails or refuses to exercise reasonable diligence in the control of such child to prevent him/her from becoming an "abused child," a "neglected child," a "juvenile delinquent," or a "person in need of supervision" as those terms are defined in Article 3, 7, and 10 of Family Court Act.

6. Parents are responsible for their children's safety even when in the care of a supervisor. Baby-sitters should be selected carefully ensuring that the babysitter is mature and experienced enough to adequately supervise a child. Parents can find more information on baby-sitter qualifications or classes at Youth Services at 772-6719, and babysitter lists, and other childcare options at CYS, Central Enrollment Registry, 772-8675/0973.

7. Violations of this policy should be reported to the Family Advocacy Reporting point of contact at Social Work Services, telephone 772-4069. After duty hours call the Military Police at 772-5156/ 5157. For emergencies call 911.

8. Point of contact for additional information is the Director Family and Morale, Welfare and Recreation at 772-5685


KENNETH M. RIDDLE
Colonel, Armor
Garrison Commander

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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.

<u>Age/Grade of Child</u>	<u>Left Without Sitter in Quarters</u>	<u>Left Alone Overnight</u>	<u>Play Outside Unattended</u>	<u>Left in Car Unattended</u>	<u>Child Sit Siblings</u>	<u>Child Sit Others</u>
Newborn through 3 years of age	NO	NO	NO	NO	NO	NO
4 years – 1 st grade (6 years)	NO	NO	YES - with immediate access (visual sight or hearing distance) to adult supervision	NO	NO	NO
2 nd – 4 th grade (7 – 9 years)	NO	NO	YES - with access to emergency supervision and sponsor knows location of child	NO	NO	NO
5 th – 6 th grade (10 – 11 years)	YES - with ready access to adult supervision; Limit – 3 hours	NO	YES - with access to adult supervision	YES - with keys removed and handbrake applied	NO	NO
7 th – 9 th grade (12 – 14 years)	YE - with access to adult supervision; Limit – 6 hours	NO	YES - with access to adult supervision	YES	YES: ** see below	YES: **see below May not sit overnight
10 th – 12 th grade (15 – 18 years)	YES	YES - with sponsor in local area and access to adult supervision	YES - with access to adult supervision	YES	YES: **see below	YES: **see below May sit overnight

** Call Youth Services at 772-6719 for information about the Red Cross Baby-sitting Course.