



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
4325 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

IMSE-JAC-ZA

MAY 12 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum - Supervision of Children

1. REFERENCES: AR 608-18, The Army Family Advocacy Program; AR 608-10, Child Development Services.

2. PURPOSE: Safeguarding children and youth is a parental responsibility. In order to promote their health and welfare, this policy memorandum applies to the care and supervision of all children residing on or physically present on Fort Jackson.

3. POLICY:

a. No child, kindergarten and under, should be left unattended at any time. Children within this group require close supervision; keep them under direct visual and auditory contact. They may play in appropriately designated safe areas (playgrounds, parks, basketball courts, and similar locations) but must have immediate access to an adult supervisor. The person supervising must be able to respond to any emergency or threatening situation. Do not leave children in this group alone at any time.

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

b. Elementary School Children (1st through 5th grade) may play in appropriately designated safe areas (playgrounds, parks, basketball courts, and similar locations). Youth in this group may be permitted to play outside unattended as long as the parent, guardian, or responsible caregiver is in the home and provides watchful and responsible supervision. Working parents should enroll their children in appropriately supervised programs, such as those offered by Child Youth and School-Age Services (CYSS).

c. Junior High/Middle School youth (6th through 8th grade) may be left unattended during the daylight hours and into the early evening hours for a period not to exceed four hours. Youth in this group may also care for younger siblings during this four hour period. All youth caring for younger siblings or other children should take a recognized baby-sitting course such as the one offered by Red Cross or CYSS. Youth in this group routinely left unattended should take part in after school activities such as the Middle School After School Program, a free service offered by CYSS.

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d. High School youth (9th through 10th grade) may be left unattended between 0600 and 2100 hours, for a period not to exceed eight hours. Youth in this group routinely left unattended should be encouraged to take part in after school activities at their school or those offered by the Middle School/Teen Programs. These youth may also care for siblings or other children during this period. All youth performing baby-sitting services should take a recognized baby-sitting course such as the one offered by Red Cross or CYSS.

e. High School youth (11th through 12th grade) are usually considered appropriate caregivers for themselves during an overnight absence as long as the sponsor or other designated adult is within the local area (50 miles) and as a caregiver for younger children during daylight and evening hours. All youth performing baby-sitting services should take a recognized baby-sitting course such as the one offered by Red Cross or CYSS.

f. During the summer months children are considered to be in the grade they have just completed and are not in the next grade until they actually start that grade. The corresponding matrix, safety tips for parents and children, and a list of helpful websites follows the Policy Memo.

g. These limits should be a minimum basic standard and not a parents' sole determining factor as to their child's/youth's ability to remain alone safely. These limits should not be used in lieu of parental common sense and good judgment in providing for the safety of a child. The grades specified are intended to reflect a child's/youth's increasing ability to take responsibility in his or her life and for the lives of others. Unattended youth and those caring for younger children must have the following information readily at hand:

(1) His or her name, address and telephone number. Any unattended child must have access to and know how to use the telephone.

(2) The caregiver's or parent/guardian's name, location and telephone number, and

(3) Knowledge of what to do in case of any emergency situation.

h. Children identified as having special needs in accordance with AR 608-75, Exceptional Family Member Program, must have their disability considered as a primary factor if being left alone. Grade should be a secondary factor in those circumstances.

i. Special Provisions:

(1) A motor vehicle is always considered an unsafe environment and children/youth should not be left in vehicles unattended. However, in some situations, it is not practical to remove the

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child from the vehicle. For example, when changing a flat tire along the highway or when putting fuel in a vehicle at a station. In these situations do not leave the vehicle running and do not allow children access to the ignition key. The parent, guardian, or responsible caregiver must be able to observe the children at all times and be able to react if the child tries to get out of the vehicle or has some other health or safety need. The parent, guardian or responsible caregiver should not be out of the car for longer than necessary.

(2) Playgrounds, parks, basketball courts, and similar locations. While these places are normally considered a safe environment for children to play, they are not safe if the children are unattended. Children, Kindergarten, and Pre-Kindergarten children, must have direct adult supervision. Elementary school children, grades 1 through 6, should have constant access to a parent, guardian or other person responsible for their well-being. Do not leave elementary school children in these areas for more than an hour during the day. The parent, guardian or responsible caregiver should check on them frequently during the hour.

(3) A swimming area is always considered a high risk environment regardless of the size of the pool. Swimming areas present extreme hazards to children. Children swimming in backyard pools should be directly supervised. Children and youth, 6th grade and below, should be accompanied to community pools with their parent, guardian or other responsible caregiver. The parent, guardian or responsible adult should provide direct supervision in addition to that provided by the lifeguards.

(4) Elementary school children (1st grade and up) may walk to and from school and other youth activities by themselves or in groups, by a pre-arranged route and with their parent's permission. Parents must carefully evaluate their particular child's maturity, the particular route(s) he or she will use, and the hazards involved in this situation.

j. Any person having knowledge of children left unattended on Fort Jackson outside these guidelines must immediately notify the military police.

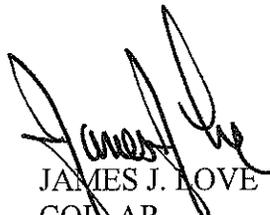
4. Violations of this policy may result in child neglect reports to the Military Police at 751-3113. The MPs will take action contingent upon the degree of danger to the child. The MPs will contact the parent and request that care be provided to the affected child. If the parent cannot be contacted, the MPs will contact Social Work Services (SWS) at Moncrief Army Community Hospital (MACH). If necessary, the MPs will transport the child to SWS at MACH or to the Access Clinic after hours. Social Work Service will deal with the case appropriately depending on the degree of neglect or danger to the child.

5. Sponsors and/or spouses, if found to be in violation of this policy in circumstances that have resulted in neglect or danger to a child under their care, may be subject to one or more of the following sanctions:

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- a. Letter of warning, stating that future violations may result in more serious sanctions;
 - b. Termination of on-post housing/quarters privileges;
 - c. Loss of access to post and some on-post privileges, and
 - d. An official report of the incident to appropriate child welfare agencies. This could lead to action by law enforcement authorities.
6. The Army and the local civilian community offer a wide range of child care services and youth activities to help parents provide safe, enriching environments when parents are unavailable. For more information about such services, you may call 751-4865.
7. The Garrison Commander is the approving authority for exceptions to this policy. Parents/guardians desiring an exception to policy should submit their request in writing describing in detail their circumstances and why they feel that an exception to policy is warranted. All requests for exception to policy must be staffed thru the Housing Office for submission to the Garrison Commander.
8. SUPERSESSION: This policy memorandum supersedes USATC&FJ Policy Memorandum 5-3, 30 May 08.
9. PROPONENT: The proponent for this policy is the Directorate of Public Works, Housing Office.



JAMES J. LOVE
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Matrix

1. Parents are responsible for the welfare and safety of children in the military community.
2. Each child is unique. Personality, environment, development progress, and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision.
3. The following are minimum community standards as referred to in the attached Policy Memo, and under no circumstances will these guidelines be reduced. Parents are still required to assess their child and if necessary, raise the age limits.
4. During the summer months children are considered to be in the grade they have just completed and are not in the next grade until they actually start that grade.

Child	Left Home Alone	Left Alone Overnight	Play Outside Unattended	Left in Car Unattended	Child Sit for Siblings	Child Sit for Other Children
3. a. Newborn through Kindergarten	NO	NO	NO	NO	NO	NO
3.b. 1 st through 5 th grade	NO	NO	YES: Under a watchful eye of a responsible caregiver and sponsor knows location of child	NO	NO	NO
3.c. Junior High/Middle School 6 th through 8 th grade	YES: With access to adult supervision; Limit – 4 hrs	NO	YES: With access to adult supervision	YES: With keys removed and handbrake applied	YES: Limit - 4hrs	YES: During daylight and evening hours; not overnight
3.d. High School 9 th through 10 th grade	YES	No	YES: With access to adult supervision and sponsor knows their location	YES	YES	YES: During daylight and evening hours; but not overnight
3.e. High School 11 th through 12 th grade	YES	YES: With sponsor in local area and access to adult supervision	YES: With access to adult supervision and sponsor knows their location	YES	YES: During daylight and evening hours; but not overnight	YES: During daylight and evening hours; but not overnight

SAFETY TIPS FOR PARENTS

1. Be sure to go over the rules with your children about whose homes they can visit when you're not there and discuss the boundaries of where they can and can't go in the neighborhood.
2. Always listen to your children and keep the lines of communication open.
3. Teach your children to get out of dangerous or uncomfortable situations right away, and practice role-playing and basic safety skills with them.
4. Teach your children in whose car they may ride. Children should be cautioned never to approach any vehicle, occupied or not, unless accompanied by a parent or trusted adult.
5. Make sure children know their names, address, telephone numbers and how to use the telephone.
6. Choose babysitters with care. Obtain references from Family, friends and neighbors.

SAFETY TIPS FOR CHILDREN

1. Always check first with your parents or the person in charge before you go anywhere or do anything.
2. Always take a friend when you play or go somewhere.
3. Don't be tricked by adults who offer you special treats or gifts or ask you for help.
4. Don't be afraid to say no and get away from any situation that makes you feel uncomfortable or confused. Trust your feelings.
5. Don't get into a car or go near an occupied car unless you are with your parents or a trusted adult.
6. Never take a ride from someone without checking first with your parents.
7. Never go into a public restroom by yourself.
8. Never go alone to the mall, movies, video arcades or parks.
9. Stay safe when you're home alone by keeping the door locked. Do not open the door for or talk to anyone who stops by unless the person is a trusted Family friend or relative.

(These tips are from The National Center for Missing and Exploited Children)

HELPFUL WEBSITES

<http://www.nsopr.gov/> U.S. Department of Justice Web site.

<http://services1.sled.sc.gov/sor/> SC sex offenders

http://travel.state.gov/family/abduction/prevention/prevention_560.html Department of State

**<http://www.infoline.org/InformationLibrary/Documents/Child%20Abduction%20Prevention%20fi.asp>
United Way**