



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A Avenue, Suite 208
FORT LEE VA 23801

REPLY TO
ATTENTION OF:

FORT LEE POLICY NO: 18-05

IMLE-ZA

FEB 10 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unauthorized Child Care in Post Leased Housing

1. Purpose: This policy clarifies unauthorized child care in Post leased housing.
2. Reference: AR 608-10, 6-38, Child Development Services, 15 July 1997.
3. Background: Special Power of Attorney for Guardianship paperwork is being used by parents and uncertified individuals as legal exception to Family Child Care (FCC) certification. This paperwork is not acceptable and cannot be used in lieu of court-appointed guardianship.
4. Policy:
 - a. Individuals providing child care services (FCC providers) and the occupied family housing (FCC homes) must be certified by Army Child, Youth and School Services (CYS Services) before children are enrolled in care.
 - b. Certification is not required for parents, guardians or relatives of the child or for individuals:
 - (1) Providing care in occupant's family housing and no additional children present except children of individual providing care.
 - (2) Providing occasional care between families/friends which does not occur on a regular basis.
 - (3) Providing less than ten child care hours per week on a regular basis.
 - c. Situations whereby uncertified individuals accept Special Power of Attorney paperwork in lieu of FCC certification will be treated as unauthorized child care. Child care will cease immediately and procedures will be followed as outlined in AR 608-10. Parent options for child care are as follows:
 - (1) CYS Services Parent Central Services will assist in locating appropriate care on post or through off-post state certified programs.

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(2) The individual may provide the care in the child's home.

(3) Children may be temporarily placed while uncertified individual completes certification process.

5. This policy supersedes Fort Lee Policy No. 18-05, 19 March 2009.

6. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation, CYC Services, FCC, 765-3850.

A handwritten signature in dark ink, appearing to read "Rodney D. Edge". The signature is stylized with large, flowing loops and a prominent "D" and "E".

RODNEY D. EDGE
Colonel, LG
Garrison Commander

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