



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VIRGINIA 23801

REPLY TO  
ATTENTION OF:

FORT LEE POLICY NO: 6-07

IMLE-ZA

FEB 10 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Child, Youth & School Services Childcare Eligibility and Waiting List Priorities

1. Background. This policy establishes patron eligibility and priorities for placement of children on waiting lists for childcare services on Fort Lee.

2. Reference: AR 608-10, 1-6, (a-f), Child Development Services, 15 July 1997 & Army Family Covenant.

3. Eligibility: Children of active duty military personnel, both appropriated and nonappropriated Department of Defense (DoD) civilian personnel, reservists on active duty or during inactive duty personnel training and DoD contractors are eligible to use Child, Youth & School Services childcare services.

4. Childcare Waiting List Priorities.

a. Category I - Single (sole parent) or dual active duty military patrons and/or siblings of children already placed in a program and Wounded Warrior 2 (AW2)/Warrior Transition (WT) (in accordance with case manager recommendation).

b. Category II

(1) Active duty military with a full-time working/student spouse.

(2) Single (sole parent, dual DoD civilians and DoD civilians with a full-time working student spouse.

c. Category III

(1) Active duty military whose spouse is not working or attending school full-time.

(2) DoD civilians whose spouse is not working or attending school full-time.

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d. Category IV - DoD Contractors

e. Within each priority, patrons will be offered childcare services based on their original waiting list request date. Patrons may not use their priority status more than once in a given program. Priority status on waiting lists will be forfeited once parents turn down an available vacancy.

5. Outreach Services Director shall determine on a case-by-case basis whether spouses employed on a full-time basis but working within the home shall be included in the full-time working parent category.

6. This policy supersedes Fort Lee policy #6-07, dated 5 March 2009.

7. Proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation and Child, Youth & School Services, 765-3852.

A handwritten signature in dark ink, appearing to read "Rodney D. Edge". The signature is stylized with a large, looped "E" at the end.

RODNEY D. EDGE  
COL, LG  
Garrison Commander

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LEEKEY