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US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT HAMILTON
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GARRISON POLICY
DFMWR-CYS-01

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23 July 2014

MEMORANDUM FOR: All Members of the USAG Fort Hamilton Community

SUBJECT: Child Supervision Policy

1. **REFERENCES:** AR 608-18, 13 September 2011
2. **PURPOSE:** This memorandum establishes the Fort Hamilton policy on leaving children unattended. This policy is intended to protect the physical and mental health of minor children.
3. **APPLICABILITY:** This policy applies to all Service Members, Family Members, Civilians, and Children while within the parameters of USAG Fort Hamilton.
4. **POLICY:** Persons charged with the care of a minor child must maintain proper custody of the child. All members of the Fort Hamilton Military Community must report known or suspected incidents of leaving a child unattended within this military community. Every individual who is on Fort Hamilton for any reason will obey all laws, regulations, and policies that govern child care and leaving children unattended. Parents and guardians must ensure their children abide by curfew rules established by Fort Hamilton in a separate policy memorandum. Parents and guardians are responsible for the actions and behaviors of their minor children at all times.
 - a. **Definitions.** "Proper custody" means that the child is supervised by a responsible person or left alone under conditions allowed and described below. "Supervising" the child means that either the parent or guardian, or a responsible person delegated by the parent or guardian, is monitoring the child and close enough to effectively supervise and protect the child. A "responsible person" delegated to care for the child means a person who has the capacity to care for and protect the child, and is aware of and accepts the responsibility. If no one is properly supervising the child, or the child is left alone under circumstances that violate policy detailed below, the child is "unattended" within the meaning of this policy memorandum. Leaving a child unattended is particularly dangerous form of child neglect.
 - b. **Caregivers.** The responsible person caring for a child must be at least 12 years of age and older than the child. A responsible person 12 years of age may care for up to two children at least five years of age, for no longer than two hours a day. A responsible person 13-16 years of age may care for no more than one infant at least six weeks

old, or no more than two children if the youngest is at least two years old, or no more than four children if the youngest is at least five years of age, for no more than six hours a day. A responsible person 17 years of age or older can care for a reasonable number of children for a reasonable duration, with "reasonable" to be determined in light of all relevant circumstances.

c. Children Under 11. Children under the age of 11 must be supervised at all times. This includes your yard, your car, your home, and playground areas. Children are supervised within the meaning of this policy letter if the child is within its home or the home of the responsible person caring for it, or within 50 feet of this home, or within a fenced yard accessible through a door of this home, if a responsible person is in the home, or within 50 feet of the home or within a fenced yard accessible through a door of the home, and the responsible person is aware that he or she must come within physical reach of each child supervised to inspect the children and ensure their safety at least once per hour. The responsible person does not have to come within physical reach of the child if the child is sleeping or being encouraged to sleep in an indoor crib or bed and the responsible person takes reasonable steps to ensure the safety of the child. With parental consent, children 9 and 10 years of age may walk unattended from on-post quarters to on-post care or supervised activity options between the hours of 0700-1800 if the child knows how to contact parent or guardian; knows how to contact someone in the neighborhood to get help; knows how to contact police, fire, and ambulance services; and is able to give name, address, and phone number to emergency services.

d. Children 11-12. Children 11 to 12 years of age may be unsupervised for up to two hours daily between the hours of 0700-1800 if the child knows how to contact parent or guardian knows how to contact police, fire, and ambulance services, and is able to give name, address, and phone number to emergency services. During unsupervised time, a parent, guardian or person at least 18 years of age designated by a parent or guardian as emergency contact must be aware of the child's location and activities during out of school hours and be able to come to the child's assistance in an emergency.

e. Children 13-17. Children 13-17 years of age may be unsupervised 0600-2200 Sunday through Thursday, and 0600-2300 Friday through Saturday, if the child knows how to contact parent or guardian, knows how to contact police, fire, and ambulance services, and is able to give name, address, and phone number to emergency services. For children 13-15 years of age, during unsupervised time, a parent, guardian or person at least 18 years of age designated by a parent or guardian as emergency contact must be aware of the child's location and activities during out of school hours and be able to come to the child's assistance in an emergency. Children 16-17 years of age may be

unsupervised, including overnight, for up to 48 hours if the child obeys curfew policy, has telephonic access to emergency services, and knows where at least one parent is, but a responsible person must contact the child at least once every 12 hours and verify the child's location and safety.

f. **Child Care Alternatives.** Fort Hamilton offers several child care alternatives to authorized users. Call 718-630-4805 for information on eligibility and availability. The School Age Services Program provides child care services before and after school and all day on school holidays, excluding Federal Holidays during the school year for children in grades 1 through 5. During the summer months, care is provided all day. Parents pay a fee, which is set on a sliding scale based on family income. Children in grades 6 and higher may use the Middle School/Teen program which provides free supervised care, homework, and computer help and a variety of recreational activities. School age children not attending these programs on a regular basis may participate in a program on open recreation for a few hours each week consisting of homework, computer, and recreational activities. Child care services are also provided at the Child Development Center and through the Family Child Care Program. Parents pay a fee, which is set on a sliding scale based on family income. Children must be registered to participate in the child care programs described in this paragraph. For more information on child care alternatives, call 718-630-4805.

g. **Responsibilities for Reporting Child Neglect/Abuse.** The Department of Emergency Services (DES) serves as the 24-hour reporting point of contact and can be reached at 718-630-4456. All Mandated reporters of Child Abuse must also contact the New York Administration for Children's Services at 1-800-635-1522.

(1) **Community.** Every Service Member, Army Civilian employee, Fort Hamilton contract employee, or Family member of any of the above who has information about a known or suspected case of child neglect by leaving any child unattended on post must report that information to the DES. Anyone who has information about a known or suspected case of child neglect by leaving any child of a Service Member, Fort Hamilton Civilian employee, or Fort Hamilton contractor unattended off post is urged to report that information to the DES at the number provided above. Nothing in this policy memorandum negates or diminishes any requirements in AR 608-18, Chapter 3, or any other policy, regulation, or statute, to report any kind of neglect or abuse.

(2) **Officials.** If known or suspected child abuse is reported to any other government official within the installation (including tenant activities), the official who receives the report will immediately notify the DES of that report. This excludes reports made to the Chaplain or legal personnel that are subject to legal privileges against disclosure. All child abuse/neglect cases reported to the RPOC will be reported by the

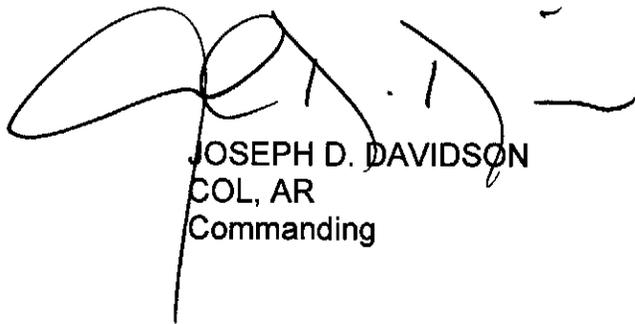
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RPOC to the New York City Administration for Children's Services 24 Hour Hotline as soon as possible after notifying the Family Advocacy Program Case Manager at 718-630-4242 and the Family Advocacy Program Manager at 718-630-4460.

(3) Other Notices. Failure to follow this policy can result in adverse administrative action (including a bar from post or loss of on-post housing), or criminal prosecution. This memorandum cancels and replaces Policy Memorandum #12 date 01 October 2010. The POC for recommended changes or requests for exception to policy is the Garrison Commander.

5. The point of contact for this policy is Derrick N. Ellis, Family Advocacy Program Manager at Army Community Service, (718) 630-4460, email: derrick.n.ellis2.civ@mail.mil.



JOSEPH D. DAVIDSON
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Enclosures

1. Table 1
2. Table 2

Table 1
Fort Hamilton Military Community Child Supervision Guidelines

Age or Grade of Child	May Be Left Alone at Home	May Be Left Alone Overnight	May Be Left Outside (Including Playing)	May Be Left Unattended in a Car	May Care for Siblings	May Care for Others (Besides Siblings)
Newborn Through Grade 2)	No	No	No	No	No	No
Grade 3 through Grade 5	No	No	Yes, if in a playground or yard with immediate access (sight or hearing distance) to adult supervision.	No	No	No
Grade 6 through Grade 7	Yes, for up to 6 hours in a 24 hour period(Out not overnight)with ready access to adult supervision	No	Yes, for up to 6 hours with ready access to adult supervision (note 1)	Yes, for up to 15 minutes if the keys have been removed and the handbrake applied	Grade 6-Yes, for up to 3 hours with ready access to an adult (notes 2,3, and 4)	Grade 6 -No
Grade 8 through Grade 9	Yes, but not overnight	No	Yes	Yes, for up to 15 minutes if the keys have been removed and the handbrake applied	Yes, for up to 12 hours with ready access to an adult (note 4)	Yes, for up to 12 hours(but not overnight) (note 4)
Grade 10 through Grade 11	Yes	Yes, for up to 48 hours, but a neighbor or friend must check on them at least every 12 hours. Minors will have telephone access to a neighbor in case of emergency and must know where at least one parent is	Yes	Yes	Yes (note 4)	Yes (notes 2,3, and 5)
Grade 12	Yes	Yes	Yes	Yes	Yes (note 4)	Yes (note 4)

NOTES:

1. Adult supervision is defined as "someone who has or assumes responsibility for the child (for example, a parent, guardian, care provider, friend)
2. Home alone training by Child and Youth Services or other source is required
3. Ready access is defined as "at a minimum, telephone access and telephone number of each person designated as adult supervision
4. Red Cross child care training is required
5. Parents are responsible for assessing the individual capabilities of their children

**Table 2
Fort Hamilton Child Supervision Criteria**

Supervision Level	Definition	Age Range	Supervision Options
Direct	Someone has responsibility for the child (for example, parent, guardian, care provider, friend).	Grade 1 through Grade 5	Child and Youth Services sponsored: <ul style="list-style-type: none"> - School Age Services (SAS) - Child Development Center (CDC) - Family Child Care (FCC)
Monitored	An adult is aware of child's location and activities. An emergency contact is available at all times.	Grade 6 through Grade 9	Child and Youth Services sponsored: <ul style="list-style-type: none"> - SAS and middle school programs Community Resources: <ul style="list-style-type: none"> - Team sports - Instructional classes - Clubs and volunteer activities - Youth Centers