



SECRETARY OF THE ARMY
WASHINGTON

14 DEC 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2015-44 (Updated Policy for Army Child, Youth, and School Services Programs)

1. References:

- a. Title 10, United States Code, Sections 1783, 1791–1800, 2809, and 2812.
- b. Title 49, United States Code, Section 30125.
- c. Department of Defense Instruction (DoD) 6060.02 (Child Development Programs (CDPs), 5 August 2014.
- d. Army Directive 2014-23 (Conduct of Screening and Background Checks for Individuals Who Have Regular Contact With Children in Army Programs), 10 September 2014.
- e. Army Regulation (AR) 608-10 (Child Development Services), 15 July 1997.
- f. Memorandum, Office of the Assistant Secretary of Defense, March 19, 2015, subject: Policy Clarification for Priority 1 Access to Department of Defense Child Development Programs.

2. This directive issues updated policy for Child, Youth, and School (CYS) Services in accordance with reference 1c and changes in accepted medical and health practices. It applies to all active and reserve component CYS Services programs. The enclosure to this directive provides changes to the current Army policy in reference 1e.

3. This directive is effective immediately. Where a conflict exists between the policies in this directive and applicable Army regulations, this directive takes precedence.

4. U.S. Army Installation Management Command will:

- a. ensure dissemination and implementation of the updated operational guidance and procedures to all installation CYS Services programs within 1 month of issuance of this directive.

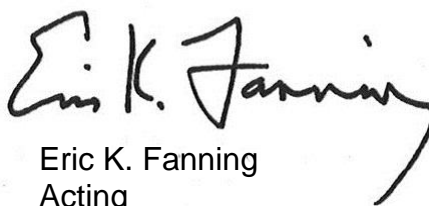
- b. notify the Office of the Assistant Chief of Staff for Installation Management, Installation Services Directorate, Soldier and Family Readiness Division that all Army CYS Services installation programs are in compliance no later than 15 January 2016.

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5. The Assistant Chief of Staff for Installation Management is the proponent for this policy and will incorporate the provisions of this directive into AR 608-10 as soon as practicable. I hereby delegate to the Assistant Chief of Staff for Installation Management the authority to grant waivers to this policy when circumstances warrant and the risk to the well-being, safety, and health of children is mitigated.

6. The requirements in this directive are subject to the satisfaction of applicable labor relations obligations.

7. This directive is rescinded upon publication of the revised AR 608-10, which has a target date of May 2017.



Eric K. Fanning
Acting

Encl

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SUBJECT: Army Directive 2015-44 (Updated Policy for Army Child, Youth, and School Services Programs)

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CHANGES TO ARMY REGULATION 608-10 TO INCORPORATE GUIDANCE IN DOD INSTRUCTION 6060.02

1. Chapter 1, Paragraph 1-6a. Revise the paragraph to read:

Eligibility is contingent on the sponsor status. Eligible patrons include active duty military personnel; DoD Civilian employees paid from either APF or NAF; reserve component military personnel on active duty or inactive duty training status; combat-related wounded warriors; surviving spouses of military members who died from a combat-related incident; those acting *in loco parentis* for the dependent child of an otherwise eligible patron; eligible employees of DoD contractors; and others authorized on a space-available basis. In the case of unmarried, legally separated parents with joint custody or divorced parents with joint custody, children are eligible for child care only when they reside with the military service member or eligible civilian sponsor at least 25 percent of the time in a month that a child receives child care through an Army program.

Note. In an *in loco parentis* relationship, a person takes on the role of a lawful parent by assuming the obligations and discharging the duties of a parent without formally becoming an adoptive parent or legal guardian. The child(ren) must reside with and be supported by the person. A special power of attorney to act *in loco parentis* is required to be on file.

2. Chapter 1, Paragraphs 1-6a(1)–(4). Delete the paragraphs and replace with the following:

(1) To the extent possible, Child, Youth, and School (CYS) Services will be offered to the qualifying children of eligible patrons. Garrison commanders will implement the following eligibility priorities:

(a) The first priority for qualifying children from birth through age 12, in order of precedence from highest to lowest within priority 1, is children of combat-related wounded warriors, child development program direct care staff, single military service members on active duty or dual active duty service member couples, active duty service members with a working spouse (including a DoD Civilian spouse), single DoD Civilian employees paid from APF or NAF, dual DoD Civilian employee couples, DoD Civilians with working spouse who is not a DoD Civilian, and surviving spouses of military members who died from a combat-related incident.

Note. Individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons will be placed in the appropriate priority based on the status of the child's sponsor.

Enclosure

(b) The second priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is actively seeking employment. The status of actively seeking employment must be verified every 90 days.

(c) The third priority for full-time care will be given equally to qualifying children from birth through age 12 of active duty military service members, DoD Civilian employees paid from APF and NAF, surviving spouses of military members who died from a combat-related incident, and those individuals acting *in loco parentis* on behalf of the aforementioned eligible patrons, where a nonworking spouse or, in the case of a DoD Civilian employee, a same-sex domestic partner, is enrolled in an accredited post-secondary institution. The status of post-secondary enrollment must be verified every 90 days.

(d) After meeting the needs of parents in priorities 1, 2, and 3, CYS Services will support the need for full-time care for other eligible patrons, such as active duty military service members with nonworking spouses, DoD Civilian employees paid from APF and NAF with nonworking spouses or same-sex domestic partners, eligible employees of DoD contractors, Federal employees from non-DoD agencies, and military retirees, on a space-available basis. In this category, U.S. Army Installation Management Command (IMCOM) may also authorize otherwise ineligible patrons (for example, local community members) to enroll in CYS Services to make more efficient use of Army facilities and resources.

(2) Priority 1 eligible patrons are listed in order of precedence and may not be changed. Priority 2, 3, and space-available eligible patrons are not listed in order of preference but are placed based on the date of application. Subpriorities may only be established if unique mission-related requirements are identified and approved by the Assistant Chief of Staff for Installation Management (ACSIM).

3. Chapter 2, Paragraph 2-20c(2). Revise the paragraph to read:

All incidents that occur within a CYS Services program and involve allegations of child abuse or neglect by CYS personnel, revocation of accreditation, or hospitalization and/or death of a child while in CYS care will be reported through the installation chain of command, IMCOM region, and IMCOM Headquarters to the ACSIM, who will forward the information through the ASA (M&RA) to the Deputy Assistant Secretary of Defense (Military Community and Family Policy) within 72 hours.

4. Chapter 2, Paragraph 2-24c(1). Add these two sentences to the end of the paragraph:

All individuals who have contact with children in any Army CYS Services program are required to complete DD Form 2981 (Basic Criminal History and Statement of Admission). CYS Services will ensure this form is completed before employment and annually thereafter.

5. Chapter 2, Paragraph 2-32c(4). Revise the paragraph to state:

Anytime a CYS Services facility is closed because of a violation, the program director will submit notification through the installation chain of command, IMCOM region, and IMCOM Headquarters to ACSIM, who will forward the information through the ASA (M&RA) to the Deputy Assistant Secretary of Defense (Military Community and Family Policy).

6. Chapter 3, Paragraph 3-15(h). At the end of the paragraph, add:

All volunteers will be screened in accordance with Army Directive 2014-23, trained, and supervised. All regularly scheduled volunteers will be trained in:

- (1) Program orientation.
- (2) Age-appropriate learning activities.
- (3) Child abuse identification, reporting, and prevention.
- (4) Age-appropriate guidance and discipline.
- (5) Working with children with special needs.
- (6) Child health and safety.
- (7) Safe infant sleep practices and the prevention of Sudden Infant Death Syndrome (SIDS).
- (8) Emergency procedures.
- (9) Applicable regulations and installation policy.
- (10) Role of the volunteer in the Child Development Program.

7. Chapter 3, Paragraph 3-17(a). At the end of the paragraph, add:

All newly hired direct care personnel and FCC providers will complete 40 hours of orientation. The orientation will begin before the personnel may work with children, with the full 40 hours completed within the first 90 days of employment. Completion of the orientation will be documented for each direct care individual or FCC provider. The orientation includes:

- (1) Working with children of different ages, including developmentally appropriate activities and environmental observations.
- (2) Age-appropriate guidance and discipline techniques.
- (3) Applicable regulations, policies, and procedures.
- (4) Child safety and fire prevention.
- (5) Child abuse prevention, identification, and reporting.
- (6) Parent and family relations.
- (7) Health and sanitation procedures, including blood-borne pathogens, occupational health hazards for direct care personnel, and recognizing symptoms of illness.
- (8) Emergency health and safety procedures, including pediatric cardiopulmonary resuscitation (CPR) and first aid.
- (9) Safe infant sleep practices and the prevention of SIDS.
- (10) Nutrition, obesity prevention, and meal service.
- (11) Working with children with special needs.
- (12) Accountability and child supervision training.
- (13) For FCC providers only, infant and child (pediatric) CPR and first aid must be completed before accepting children for care. Training will be updated as necessary to maintain current certifications.
- (14) For FCC providers only, training in business operations.

8. Chapter 3, Paragraph 3-19g. Delete subparagraphs 3-19g(1) and (2) and insert:
 - (1) Child development programs management personnel, including child development program directors (CDC directors, FCC administrators, and school-age care directors), will receive annual training that includes:
 - (a) Child abuse prevention, identification, and reporting.
 - (b) Program administration, including APF and NAF financial management, funding metrics, and fiscal accountability.
 - (c) Staff development and personnel management.
 - (d) Prevention of illness and injury and promotion of health.
 - (e) Emergency procedures and preparedness.
 - (f) Working with children with special needs.
 - (g) Developmentally appropriate practices.
 - (2) Training and curriculum specialists will receive annual training that includes:
 - (a) Child abuse prevention, identification, and reporting.
 - (b) Developmentally appropriate practices.
 - (c) Principles of adult learning.
 - (d) Prevention of illness and injury and promotion of health.
 - (e) Emergency procedures.
 - (f) Working with children with special needs.
 - (g) Safe infant sleep practices and SIDS prevention.
9. Chapter 3, Paragraph 3-20. Delete entire paragraph.
10. Chapter 4, Paragraphs 4-2a(4)(a) and (b), and 4-32o; Chapter 5, Paragraphs 5-13a(2)(b) and 5-21e; Chapter 6, Paragraphs 6-9(3)(a), 6-21d(4), and 6-21e(1); and Appendix C, Paragraphs C-5a(9)(a) and C-128a(2)(c). Change the term “Special Needs Resource Team” to “Multidisciplinary Inclusion Action Team.”

11. Chapter 4, Paragraph 4-2c(8). At the end of the paragraph, add:

Make sure the installation CYS Services program's MAC plan risk management procedures include, but are not limited to, natural disasters, pandemic disease outbreaks, allegations of child abuse or neglect, active shooter, or installation or facility lock-down.

12. Chapter 4, Paragraph 4-6b(2). Revise the paragraph to read:

(a) Children enrolling in or currently enrolled in Army CYS Services programs must provide written documentation of immunizations appropriate for the child's age. CYS Services programs will follow the immunization recommendations of the Advisory Committee on Immunization Practices and comply with generally accepted practices endorsed by the American Academy of Pediatrics and the U.S. Centers for Disease Control and Prevention, as well as the latest guidance from the Office of Family Policy/Children and Youth. Children who have not received their age-appropriate immunizations before enrollment and who do not have documented and approved religious waivers or medical exemptions from routine childhood immunizations will show evidence of an appointment for immunizations. The required immunization series must be initiated within 30 days of the due date.

(b) Immunization documentation for children in school-age care is not required if they are enrolled in local public school systems where proof of current vaccinations is required. All other children must provide proof of immunization. Children's records will be updated annually or as needed for their health, safety, or well-being.

(c) The only exceptions to the immunization requirement are for documented medical reasons from a health care provider or an approved religious objection waiver. If an immunization is not administered because of a parent's religious beliefs, the parent must provide a written request for waiver explaining the objection to the vaccination based on religious beliefs. Philosophical exemptions are not permitted. Parents must reapply for a new medical or religious exemption request at each installation.

(d) The Garrison CYS Services Coordinator is the approval authority for all medical and religious exemption requests for that installation. The CYS Services Coordinator may seek advice from the supporting Army Public Health Nurse/Health Consultant or the Staff Judge Advocate Office on any particular waiver requests. The Army Public Health Nurse will be apprised of all approved waivers. In the event of an outbreak of an immunization-preventable disease, the CYS Services Coordinator will exclude children who have been granted immunization waivers from CYS Services programs.

13. Chapter 4, paragraph 4-11. Add a new subparagraph 4-11b(j) as follows:

j. Buses used to transport children must comply with Federal Motor Vehicle Safety Standards in accordance with section 30125 of title 49, U.S.C. and applicable State or host nation requirements.

14. Chapter 4, paragraph 4-32b. At the end of the paragraph, add:

The administration of Diastat, prescribed for the treatment of seizures, is an approved medication that CYS Services personnel and FCC providers will administer in accordance with current CYS Services rescue medication protocols. This medication must be maintained near the child (such as in the child's classroom or on field trips). Because Diastat is a controlled substance, personnel must follow proper medication storage procedures to ensure the safety and well-being of all children under care.

15. Chapter 4, paragraph 4-33a(10). Revise the paragraph to read:

Personnel must clean, sanitize, and disinfect surfaces to prevent, reduce, and control outbreaks of communicable diseases within Army childcare settings. The Army Institute of Public Health will provide the appropriate cleaning and sanitizing solutions.

16. Chapter 5, paragraph 5-14f. At the end of the paragraph, add:

Seventy-five percent of the direct-care total labor hours will be paid to staff in an employee benefit status.