



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
PICATINNY ARSENAL, NEW JERSEY 07806-5000**



IMNE-PIC-ZA (608-18)

30 November 2010

MEMORANDUM FOR Picatinny Arsenal Resident Military Families

SUBJECT: Picatinny Arsenal Child Supervision Policy

1. **PURPOSE.** To provide guidelines for supervision of children at Picatinny Arsenal, NJ.
2. **REFERENCES.**
 - a. AR 608-18, Army Family Advocacy Program, Oct 07.
 - b. AR 608-10, Child Development Services, Jul 97.
 - c. Memorandum, HQ CFSC-CYS, July 00, subject: Out of School Child Supervision Requirements for Elementary and Middle School Children and Youth During Parental Duty Hours.
 - d. Department of Defense Instruction (DODI) 6060.3, School-Age Care Program, Dec 96.
3. **APPLICABILITY.** This policy applies to all Military Residents at Picatinny Arsenal, NJ.
4. **BACKGROUND.**
 - a. While realizing that safeguarding children is primarily a parental responsibility, DoD requires each installation to develop a child supervision policy that offers guidelines for parents and the community to achieve this task. Parents also need to carefully evaluate the age and maturity of their child before making the decision as to whether their child is capable of self-care or caring for younger children. To ensure that parents are meeting their obligation as a parent, the four-step evaluation at Appendix A has been established.
 - b. DA offers guidelines for establishing this policy, including creation of an installation team to develop a local policy that best meets the needs of Picatinny Arsenal.
5. **POLICY.**
 - a. Picatinny Arsenal's guidelines for the supervision of minor children are based on the child's age and grade in school. The enclosed Table 1 explains the level of supervision required for children and specifies the following:

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- (1) Children in the fourth grade and below require supervision at all times.
- (2) Children in the fifth grade and who are 10 years old may be left home alone occasionally for up to 3 hours, but not on a daily basis.
- (3) Children in the sixth grade and above may be left home alone. Children in these grades may also babysit younger siblings. The completion of a babysitting course is highly recommended. They must have ready access to adult supervision.
- (4) Children 13 years and older may babysit children other than siblings. A babysitting course is highly recommended.

b. Table 2 provides conversions of ages to grades for home-schooled children.

6. RESPONSIBILITIES.

- a. Military and DoD civilian sponsors are responsible at all times for the supervision, health, safety and welfare of their family members and guests on the installation. Deliberate failure to provide for adequate and reasonable care of minor children may result in adverse consequences for the sponsor. These consequences may include, but are not limited to, criminal prosecution, civil liability, and/or termination of housing privileges on the installation.
- b. Child and Youth and School Services (CYSS) will maintain a referral list of registered babysitters who are thirteen and older and who have completed the babysitting course.
- c. CYSS will maintain a resource list of activities both on and off the installation that are available options for supervision.
- d. Every member of the Picatinny Arsenal community is responsible for maintaining the highest possible safety standards. Each member should report information regarding known or suspected incidents of child abuse, neglect or maltreatment. This is a matter of conscience and good faith and should be taken seriously. The reporting point of contact for Picatinny Arsenal is the Picatinny Police Department at 973-724-PAPD (7273).

Encls


HERB KOEHLER
LTC, LG
Garrison Commander

Table 1 *Picatinny Arsenal Child Supervision Guidelines*

Age or Grade of Child	Child Characteristics	May be Left Alone at home	May be Left Alone Overnight	May be Left Outside Unattended (Including Playing)	May Be Left Unattended in a Vehicle	May Babysit Siblings	May Babysit Others (besides siblings)
Newborn through age 4	Requires close supervision at all times	No	No	No	No	No	No
Kindergarten through 4th Grade (5 to 10 years old)	Children begin to explore their environment under supervision.	No	No	In playground (close to home) or yard with immediate access (sight or hearing distance) to adult supervision. Kindergarteners may not walk to and from school or other supervised activities alone. 1 st through 4 th graders may walk to and from school and other supervised activities alone.	No	No	No
5th Grade and 10 years old	This is a transitional time for these children. Children are accepting more responsibility; however they continue to require indirect supervision.	For up to 3 hours (occasionally – not on a daily basis). Must have access to indirect supervision (neighbor, checking with parent by phone)	No	Yes, with ready access to adult supervision.	Not more than 15 minutes and keys must be removed.	No	No
6th Grade through 8th Grade and 11 to 13 years old	Children are approaching the adolescent years when there is need for increased responsibility. The amount of responsibility should be carefully evaluated. Children continue to need intermittent contact with a supervisor.	For up to 6 hours with ready access to adult supervision.	No	Yes	Yes	Yes Babysitting course is highly recommended	6 th graders may not. 7 th graders who have reached their 13 th birthday may. Babysitting course is highly recommended.
9th Grade through 10th Grade and 14 to 15 years old	Children continue need to know how to access parents and guidance for emergency situations. Parents are responsible for their children and their actions.	Yes	No	Yes	Yes	Yes Babysitting course is highly recommended	Yes Babysitting course is highly recommended.
11th Grade and 12th Grade and 16+ years old	Parents responsible for their children and their actions as long as family member status is maintained.	Yes	Yes Indirect supervision recommended (Table 2)	Yes	Yes	Yes Babysitting course is highly recommended	Yes Babysitting course is highly recommended.

Table 2

Conversion from Age to Grade for Home Schooled Children

Age	5	6	7	8	9	10	11	12	13	14	15	16	17&18
Grade	Kindergarten	1st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th

¹ Indirect supervision plans include mandated checking in with a neighbor, emergency phone numbers of parents and emergency medical power of attorney.

APPENDIX A

4 Steps parents will use in determining whether their child is able to provide self care or care for other children.

Step 1: *Your child must know the following:*

1. **Self-identifying information:** Your child needs to know this information if lost, in danger, or trying to get the police or fire department to the home. Remember--some homes are difficult to locate:

- Full name
- Complete address and directions from a main road to the home
- Phone number

2. **Location of important phone numbers:** These numbers should be posted directly by the telephone. Your child must always have someone to call in an emergency situation.

- All Emergencies (Police, Fire, and Medical): Dial 911
- Parent's phone numbers (work, etc.)
- Back-up person to call in case of emergency (neighbor, etc.)

3. **How to use the telephone:**

- Your child must be able to operate the telephone
- Your child should know how to call the operator and why
- Your child should know what to say when someone asks if his/her parents are home

4. **Locks and keys:** If your child carries a key to your home, make sure it is not visible. Children wearing a key around their neck is a sure sign that they let themselves into the house. This makes them vulnerable to strangers.

- Your child should be able to lock and unlock the door to your home from the inside
- Your child should be able to gain entry to your home

Step 2: *Your child must be able to respond to the following:*

1. What to do in case of fire - Call 911.
2. What to do if injured - Call 911.
3. If cooking on the stove is permitted, what to do in case of a cooking accident - Call 911.
4. Must know the perimeters of "outside" play in the housing area.
5. What to do/say if a stranger approaches.
6. What to do if the electricity goes off in the home.

7. Call you at once after arriving at home from school.
8. There must be guidelines if your child is allowed to leave the home and visit friends or have friends over.

Step 3: *If your child is caring for younger siblings (brothers/sisters), at a minimum the following guidelines should be established and enforced:*

1. Authority must be given to one child to act as the leader. The other children will accept this leadership and obey accordingly.
2. A form of discipline will be established between children to maintain order. The form of discipline will be safe.
3. Your children will get along with each other when you are not present.
4. An adult point of contact is available for emergencies.

Note: If infants are involved, strict guidelines for care must be specifically established and understood.

Step 4: *The following situations need to be addressed by parents to determine if their child is mature enough to stay home without supervision:*

1. Is your child afraid to stay home alone?
2. Does your child play with fire or dangerous objects?
3. Does your child have a history of uncontrolled seizures, black outs, or violent, aggressive behavior?
4. Does your child have a handicap that requires special care and supervision?
5. Are you inaccessible by phone?
6. Does your child go easily to strangers?