



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
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FORT LEE VA 23801

IMLE-ZA

FORT LEE POLICY NO: 18-05

MAR 10 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unauthorized Child Care in Post Leased Housing

1. REFERENCE: AR 608-10, 6-38, Child Development Services, 15 Jul 97.
2. PURPOSE: To provide policy regarding unauthorized child care in government quarters.
3. Background: Individuals providing care in his or her government owned or leased home on a regular basis in excess of 10 hours per week must be certified as a Family Child Care (FCC) provider.
4. POLICY:
  - a. Unauthorized care is prohibited in government owned or leased housing or in family housing located on Fort Lee. Unauthorized child care is defined as "care in excess of 10 child care hours per week on a regular basis". If individuals are providing unauthorized child care, they risk losing housing privileges at Fort Lee.
  - b. FCC Providers (family members – generally spouses), are independent contractors, trained, certified and authorized to offer child care in government or Residential Communities Initiative (RCI) housing by the Garrison Commander through Army Child, Youth & School Services (CYSS).
  - c. CYSS offers training and certification to qualified applicants through the FCC program. The FCC program staff is responsible for recruiting, training, supporting and monitoring providers. The purpose of FCC is to ensure that care giving environments are conducive to the growth, development, and well-being of every child.
  - d. 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 are present except children of individual providing care.
    - (2) Providing occasional care between families/friends which does not occur on a regular basis.

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(3) Providing less than ten child care hours per week on a regular basis.

e. 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) CYSS parent Central Services will assist in locating appropriate care on post or through off-post state certified programs.

(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, 10 February 2012.

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



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COL, LG  
Commanding