

DEPARTMENT OF THE ARMY
HEADQUARTES, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
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IMEU-VIC-MWC

20 November 2009

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Pets and Plants in CYSS Facilities

1. REFERENCE:

a. AR 608-10, para 4-34, Child Development Services, 15 July 1997.

b. AR 608-10-1, section XII, IMCOM-Europe Child, Youth & School Services, 15 May 2009.

2. PURPOSE: To establish criteria for acceptable pets and plants in CYSS programs. With pets special attention must be given to preventing disease transmission and high-risk situations. All plants must be non-toxic.

3. APPLICABILITY: This SOP applies to all CYSS personnel/facilities and FCC providers/homes.

4. GENERAL: Pets will be allowed in CYSS facilities, including FCC homes, if they are healthy, properly cared for and do not pose a health or safety threat to children. Only non-toxic plants will be allowed in facilities or FCC homes.

5. Pets:

a. Parents will be notified at registration if animals are on the premises, or any time a new pet is added to CYSS.

b. Pets must be free of disease, with current vaccines. Every month, the pet must be seen by the veterinarian to obtain a health certificate. The health certificate will be kept on file for review at the facility.

c. Pets will have sanitary maintenance on a daily basis.

d. Pets bred or trained to attack "known as aggressive pets" and pets recognized as dangerous (predators, poisonous spiders or snakes, etc.) are prohibited.

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- e. Pet food and supplies will be kept out of reach of children.
- f. Pet cages, pens, bowls and holding areas must be kept clean. Pet waste and litter boxes will be changed and sanitized on a daily basis. Infants and toddlers will be kept away from pet cages, pens and holding areas. Pet waste found in play areas will be removed immediately.
- g. Pets must be handled humanely and in a manner that protects the well being of both, children and pets.
- h. The temperament of animals that are pregnant or are caring for their babies, may change. The pet's normal protective mothering instinct may pose hazard to children. CYSS staff will provide extra caution and supervision around children in the presence of pets. In some cases pets may need to be separated from the children.
- i. Center-based settings that maintain pets permanently on the premises will be inspected monthly by the installation veterinarian or designee.
- j. Sanitary condition of pets in the CYSS must be monitored by preventive medicine staff as part of the monthly inspection.
- k. CYSS Directors or designees will be responsible for caring for the pet's nutrition, elimination and sanitation needs, when the center is closed on weekends, holidays, etc.

6. Plants:

- a. All plants must be labeled with the plant's name on the vase or pot and identified as non-toxic.
- b. Care of plants in CYSS settings is the responsibility of the staff assigned to the room and/or office where the plants are located.
- c. Only non-toxic plants are authorized for use in child care facilities and for science activities. Activities must be held under the supervision of a staff member to prevent children from chewing and/or consuming part of the plants.
- d. Enclosed is a list of toxic and non-toxic plants.

7. RESPONSIBILITIES:

a. CYSS Directors:

- (1) Will ensure the health and safety of children and pets in the center.

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- (2) Will ensure pets have current vaccines/health certificates on file.
- (3) Will notify parents any time a pet is present in the facility/home.
- (4) Will ensure that all plants in the facility are non-toxic and properly labeled.

b. CYSS staff:

- (1) Will ensure that pets are fed properly on a daily basis.
- (2) Will ensure cages or pen areas are maintained and sanitized daily.
- (3) Will ensure children and pets are safe.
- (4) Will inform the Facility Director when a pet's behavior or physical condition changes.
- (5) Will ensure that the plants in their rooms are non-toxic and properly labeled.



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Services

Encl

Toxic Plant Listing

Aloe Vera, Anemone, Angel Trumpet Tree, Angel Wings, Apricot (Kernels), Arrowhead, Avocado (leaves), Azaleas, Betel Nut Palm, Bittersweet, Bleeding Heart, Buckeye, Buttercups, Caladium, Calla Lily, Castor Bean, Cat Tail, Cherries (seeds, bark, pits, leaves), Christmas Rose, Chrysanthemum, Crocus, Autumn.

Daffodil, Daphne, Delphinium, Devil's Ivy, Dieffenbachia, Dutchman's Breeches, Elderberry, Elephant Ear, English Ivy, Four O'Clock, Foxglove, Holly Berries, Horsetail Reed, Hyacinth, Hydrangea, Iris, Ivy (Boston, English, and others).

Jack-in-the Pulpit, Jequirity Bean, Jerusalem Cherry, Jessamine Pea, Jimson Weed, Jonquil, Lantana Camara, Larkspur, Laurels, Lily-of-the-Valley, Lobelia, Marijuana, Mayapple, Milkweed, Mistletoe, Moonseed, Monkshood, Morning Glory, Mother-in-Law-Plant, Mushroom.

Narcissus, Nightshade, Oleander, Orchid, Ornamental Pepper, Periwinkle, Peyote (Mescal), Philodendron, Poison Hemlock, Poison Ivy, Poison Oak, Primrose, Ranunculus, Rhododendron, Rhubarb, Rosary Pea, Star of Bethlehem, Sweet Pea, Tobacco, Tomato (vines), Tulip, Water Hemlock, Wisteria, Yew.

Figure C-9. Toxic Plant Listing

Non-Toxic Listing

Abella, Abyssinian Sword Lily, African Daisy, African Palm, African Violet, Air Fern, Airplane Plant, Aluminum Plant, Aralia, Araucaria, Areca Palm, Asparagus Fern, Aspidistra, Aster.

Baby's Breath, Baby's Tears, Bachelor Buttons, Bamboo, Banana Plant, Begonia, Bird's Nest Fern, Blood Leaf, Boston Fern, Bougainvillea, Bridal Veil Plant, Burro Tail, California Holly, California Poppy, Camellia, Chinese Evergreen, Christmas Cactus, Coleus, Copperleaf Plant, Corn Plant, Creeping Jennie, Croton.

Dahlia, Daisies, Dandelion, Dogwood, Donkey Tail, Dracaena, Easter Lily, Echeveria, Eugenia, Fig. Grape Ivy, Hens & Chicks, Hibiscus, Honeysuckle, Hoya, Impatiens, Jade Plant, Kalanchoe.

Lily, Lipstick Plant, Magnolia, Marigold, Monkey Plant, Mother-in-Law Tongue, Mountain Ash, Norfolk Pine, Palm, Panda Plant, Peperomia, Petunia, Phylox, Pitcher Plant, Prayer Plant, Pregnant Plant.

Rose, Rose of Sharon, Rubber Tree, Sanseveria, Schefflera, Sensitivity Plant, Snap Dragon, Spider Plant, Swedish Ivy, Tiger Lily, Tulip Tree, Umbrella, Violets, Wandering Jew, Weeping Fig, Weeping Willow, Wild Onion, Yucca, Zebra Plant, Zinnia.

Figure C-10. Non-Toxic Plant Listing
