

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
APO AE 09630**

IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: CYS Program Management Staffing

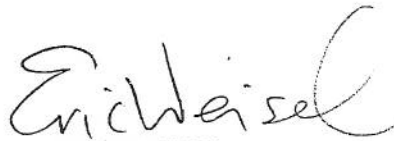
1. **PURPOSE.** To ensure that each CYS program is staffed appropriately and to provide for expeditious contact of CYS management personnel in case of an emergency.
2. **APPLICABILITY:** This SOP applies to all CYS programs in the Vicenza community.
3. **PROCEDURES:**
 - a. The Director or other designated management personnel will be on duty for each CYS program at all times during duty hours, including lunch periods. In the absence of a supervisor, the CYS Training Specialist will be in charge. On training holidays or other days when limited CYS services are being offered, the managers will serve alternately.
 - b. FCC and CLEOS Directors will ensure that at least one staff member is always in their office during hours of operation.
 - c. The CYS Coordinator, CDC Directors, FCC Director, SAS Director, and CLEOS Director will designate in writing who will act in their place whenever they are absent for an extended period of time.
 - d. During operating hours, the facility front desk will be manned at all times by someone authorized to receive service payments. The front desk clerk will maintain available an up-to-date telephone directory of all managers and caregivers to allow expeditious response to rooms requiring additional caregivers. A minimum of two caregivers will be present in each room when children are present unless the room is fully equipped with functioning videos. If the classroom is being closely monitored by videos, one caregiver may be present for limited periods of time.
 - e. Early and late in the day, when few children are present, consolidation of programs may occur.
 - f. Child/caregiver ratio sheets will be monitored by the manager in charge.

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g. The room leader is responsible for insuring that child/adult ratios are in compliance. When the room is overstaffed, the Director or the Assistant Director must be notified immediately.

h. All adults and children present in the classrooms must be accounted for by signing in and out the classrooms' sign-in roster.

A handwritten signature in black ink that reads "Eric Weisel". The signature is written in a cursive style with a large, sweeping "E" and "W".

ERIC WEISEL

Coordinator, Child and Youth Service