

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: Unauthorized Child Care

1. REFERENCE: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To clarify procedures concerning unauthorized childcare in Villaggio Della Pace quarters or in Government Leased Quarters.
3. APPLICABILITY: This SOP is applicable to all members of the Garrison Vicenza military community.
4. RESPONSIBILITIES: The FCC Director and/or the CYS Chief will investigate all reports of unauthorized childcare.
5. DEFINITION: Unauthorized care is providing child care for children less than twelve years of age in Government quarters for **more than 10 hours per week** on a regular basis.
6. PROCEDURES: All complaints concerning suspected unauthorized childcare will be investigated within three working days:
 - a. Upon receiving a complaint, the FCC Director and/or the CYS Coordinator will visit the individual who is allegedly providing unauthorized childcare. If, during the visit, it is determined that unauthorized care is provided, the individual will be given information pertaining to childcare regulations. He/she will also be invited to contact the local FCC office to start procedures to become a certified FCC provider. All matters discussed during the initial visit will be documented and a copy given to the individual or his/her sponsor.
 - b. When a second complaint is received and substantiated, a notification letter from the Commander will be sent to the sponsor through the Unit Commander.



ERIC WEISEL
Coordinator, Child and Youth Services

Encl:
Memorandum



REPLY TO
ATTENTION OF

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

IMEU-VIC-MWC (608-10a)

MEMORANDUM FOR _____

SUBJECT: Unauthorized Child Care

1. It has been reported to this office you may be providing childcare from your Government quarters _____.
2. IAW 608-10, 6-38, childcare in Government owned or Government leased quarters is permitted only by authorization of the Community Commander. Only Family Child Care providers, holding current Child and Youth Services certification, are authorized to provide childcare in their Government quarters.
3. You are hereby notified to immediately cease providing childcare from your quarters. If you continue to do so, you will be in violation of Army Housing and Child and Youth Services regulations, and the USAG Commander will be notified of your refusal to comply with this notice.
4. If you are interested in becoming a certified Family Child Care provider, you may contact the Family Child Care Director at 0444-717615 or DSN 634-7615 and your application will be considered along with other applicants. However, you are not allowed to continue to provide childcare in the interim.
5. If you have any questions about this notice please contact the undersigned at 0444-718347 or DSN 634-8347.

ERIC WEISEL
Coordinator, Child and Youth Services