

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
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IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Family Child Care (FCC) Provider of the Quarter

1. REFERENCE: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To outline policies for selecting FCC Provider of the Quarter.
3. APPLICABILITY: This SOP is applicable to all members of the Vicenza military community residing in Villaggio Della Pace or Government Leased Quarters providing certified childcare.
4. GENERAL: Providers may be nominated by parents, the FCC Director, other providers and CYS staff. Selection will be made by the FCC Director. The Provider of the Quarter Award consists of a cash award with certificate.
5. PROCEDURES:
 - a. All active certified providers are eligible to be selected as Provider of the Quarter.
 - b. To be eligible for the award, candidates must meet the following criteria:
 - (1) He/she must meet all requirements IAW AR 608-10 and local SOPs.
 - (2) He/she must be current on all training requirements.
 - c. The award will be based on program competence, adaptability, initiative, working relationships, responsibility and dependability.
 - d. Award will be presented during the FCC monthly meeting.



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