

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

AESE-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Family Child Care (FCC) Lending Library

1. **REFERENCE:** AR 608-10, Child Development Services, 15 July 1997.
2. **PURPOSE:** To outline policies for FCC lending library.
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:** A Lending Library consists of toys, books and equipment to be used by children enrolled in the FCC program and by certified providers.
5. **RESPONSIBILITIES:**
 - a. FCC manager will supervise, administer and maintain an effective and adequately supplied Lending Library.
 - b. Use of the FCC Lending Library is limited to certified FCC providers participating in the subsidy program.
 - c. The FCC providers will return all nonexpendable items to the Lending Library when they are closing or when the items are no longer needed.
6. **PROCEDURES:**
 - a. The FCC administrative staff will keep record of nonexpendable items checked out by each FCC provider. Items will not be released from the lending library without the provider's signature.
 - b. No limit has been established for the number of items that a provider may take, as long as equipment is available, and can be recalled if a need arises.

IMEU-VIC-MWC

SUBJECT: Standing Operating Procedures for FCC Lending Library (SOP)

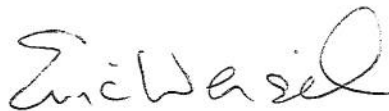
c. Providers are responsible for all the items received and they must use them in their FCC homes. All items must be adequately stored to guarantee safety from pilferage or exposure to natural elements (rain, snow, etc.).

d. Providers will return all items in a clean and serviceable condition.

e. Providers must ensure children use materials safely in order to avoid accidents.

f. Proper care must be ensured to maintain the items in good condition.

g. Items are to be borrowed on a temporary basis so that all providers have an opportunity to use the materials. FCC providers are expected to purchase their own supplies and equipment when they are needed on a permanent basis.

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

ERIC WEISEL
Coordinator, Child and Youth Services

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IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Family Child Care (FCC) Program Monitoring Procedures

1. **REFERENCE:** AR 608-10, Child Development Services, 15 July 1997.
2. **PURPOSE:** To outline procedures for monitoring FCC program.
3. **APPLICABILITY:** This SOP is applicable to all members of the Vicenza military community residing in Villaggio Della Pace or Government Leased Quarters providing childcare.
4. **PROCEDURES:**
 - a. The CYS Coordinator will:
 - (1) Coordinate an annual review of the FCC program by the installation proponents.
 - (2) Visit at least three FCC homes quarterly.
 - b. The FCC Director will:
 - (1) Ensure each FCC home is visited monthly and inspected for compliance with all requirements. All visits must be documented in FCC provider's file.
 - (2) Ensure health, fire, and safety representatives conduct initial and annual inspections of FCC homes.
 - (3) Ensure all children in family childcare are enrolled through Central Registration.
 - (4) Ensure providers comply with the above regulations or cease care.

AESE-VDC-CY (608-10a)

SUBJECT: Family Child Care (FCC) Monitoring Procedures

c. FCC provider will:

- (1) Attend all required training sessions to include the FCC Monthly Meeting.
- (2) Comply with all the applicable CYS regulations and FCC policies.
- (3) Immediately correct deficiencies noted by FCC staff or installation inspectors.
- (4) Accept children for care only upon presentation of the Central Registration documents.



ERIC WEISEL
Coordinator, Child and Youth Services