

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

IMEU-VICMWC

1 March 2006

STANDING OPERATING PROCEDURE (SOP)

SUBJECT: CYS Liaison Education Outreach Services (CLEOS) Babysitter Training and Referral Service

1. REFERENCES:

- a. AR 608-10, Child Development Services, 15 July 1997 and Change 1, 15 Aug 97.
- b. USAREUR LOI: Babysitting Training and Referral Service Procedures, 20 Sep 00.

2. PURPOSE: To inform patrons and CYS staff on policies and procedures of CLEOS Babysitting Training and Referral Services.

3. DEFINITION: Babysitters are trained persons (older than 13 years) who provide childcare in the child's own home.

4. APPLICABILITY: This SOP applies to all members of the USAG Vicenza Community.

5. RESPONSIBILITIES:

- a. Central Enrollment Registry (CER) will be the location of the Babysitting Referral Service. The CER clerk will be responsible for ensuring all CYS patrons receive referrals and sign the **Statement of Understanding** (encl 1).

- b. The CLEOS Director will be responsible for complete oversight of the Babysitting Training and Referral Program.

6. PROCEDURES:

- a. Registration Requirements:

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(1) Person desiring to become a babysitter must be active duty personnel, family members of active duty personnel or Department of Defense (DOD) civilian personnel, in the 7th or higher grade in school.

(2) Registration will be through the CLEOS Director and the CER clerk.

(3) Babysitters under the age of 18 must have a **Parental Permission Agreement** (encl. 2) to be included on the Referral List.

(4) Adults (over 18 years) must also:

(a) Sign a **Permission Agreement** (encl. 3).

(b) Attend and complete all training as described below before inclusion on the referral list.

b. Training Requirements: The training course will be a CYS approved course and will consist of 10 credit hours of training to include the Red Cross Babysitting Course; Reporting and Identification of Child Abuse/Neglect; General Business Practices and an introduction to CPR for infants and children. After successful conclusion of the training, participants will receive a certificate.

c. Referrals:

(1) Patrons requesting information on the Babysitting Information List must be I.D. card holders in the Vicenza Military Community.

(2) Patrons must sign the Statement of Understanding at CER before referrals can be given.

d. Removal from the Babysitting List will occur: upon babysitter request, departure from the Vicenza Military Community or for documented case of child abuse, neglect, or inadequate care as determined by the CLEOS Director.

e. Records of the referred babysitters will be kept in a folder by the CLEOS Office. The file will contain the following documents:

(1) List of teens and adults trained to become babysitter.

(2) Number of referrals.

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(3) Copies of signed Statement of Understanding, Parental Permission Agreement and Permission Agreement.

A handwritten signature in black ink, appearing to read "Eric Weisel". The signature is written in a cursive style with a large, looping initial "E".

ERIC WEISEL

Coordinator, Child and Youth Services

STATEMENT OF UNDERSTANDING
REGARDING CHILD CARE RESOURCE AND REFERRAL SERVICES
CHILD DEVELOPMENT SERVICES (CDS)
HEADQUARTERS, U.S. ARMY GARRISON VICENZA

Data required by the Privacy Act of 1974

Authority: Section 3012, title 10, United States Code

Principal Purpose: Information used by Department of the Army (DA) personnel to verify eligibility for use of the Army CDS programs.

Routine Uses: No information is disclosed outside the Department of Defense (DOD)

Disclosure: Disclosure of requested information is voluntary; however, if information is nor provided, individuals may not be able to participate in CDS programs.

I request information on the following:

_____ Vicenza Babysitter Referral

_____ Off Post Child Care (Asiolos or Nannies)

I understand that:

- (1) Selecting and retaining childcare services are a parental responsibility.
- (2) Any information provided by CYS is given as a service designed to assist me in locating available child care so that I may make independent choices as to the service which best meets the needs of my child and our family situation.
- (3) No background check has been performed on persons providing these services.
- (4) The Referral List does not represent an endorsement of the program or the individual by the United States Army or the installation.
- (5) Placement on the CYS Babysitter Referral List indicates only completion of the approved training. It is not evidence of the babysitter's competence or suitability.
- (6) The Government does not ensure nor recommend the quality of the referral program.
- (7) Persons under 18 years of age have parental permission for placement.
- (8) The United States assumes no responsibility under the Federal Tort Claims Act or any other provision of the law which would allow it to be sued on account of any act or omission - criminal, intentional neglect or otherwise - by a caregiving adult that causes any injury or death to a child placed in the care of that provider.
- (9) Information is for my private use only.

NAME: _____

UNIT: _____ AGE OF CHILDREN: _____

PHONE (WORK): _____ PHONE (HOME): _____

DATE: _____

SIGNATURE: _____

**PARENTAL PERMISSION AGREEMENT
FOR INCLUSION ON THE CHILD DEVELOPMENT SERVICES
BABYSITTING REFERRAL LIST**

Data Required by the Privacy Act of 1974

Authority: Section 3012, title 10, United States Code

Principal Purpose: Information used by Department of the Army (DA) personnel to verify eligibility for use of the Army CDS programs.

Routine Uses: No information is disclosed outside the Department of Defense (DOD)

Disclosure: Disclosure of requested information is voluntary; however, if information is not provided, individuals may not be able to participate in CDS programs.

I, _____, give permission for _____
(Name of Parent/Guardian) (Name of Child)

to be included on the CYS Babysitter Referral List.

The following information may be provided to authorized CYS patrons seeking babysitting services:

Name: _____

Age: _____ Sex: _____ Home Phone: _____

Ages of children for whom services will be provided: _____

Days/Times available to babysit (evenings, weekends, etc.):

I understand that information will be provided to authorized CYS patrons only. I also understand that the CYS Babysitter Referral List is kept as a service to soldiers/DOD civilians and their families. Army CYS acts as a voluntary agent for this program. I understand that the Army verifies the babysitter has attended a training course. However, I further understand that the United States assumes no responsibility under the Federal Tort Claims Act or any other provision of the law which could allow it to be sued on account of any omission - criminal, intentional negligent or otherwise - by a babysitter that causes any injury or death to a child placed under the care of that babysitter.

Date

Signature of Parent/Guardian

Encl 2

**PERMISSION AGREEMENT
FOR INCLUSION ON THE CHILD DEVELOPMENT SERVICES
BABYSITTING REFERRAL LIST**

Data Required by the Privacy Act of 1974

Authority: Section 3012, title 10, United States Code

Principal Purpose: Information used by Department of the Army (DA) personnel to verify eligibility for use of the Army CDS programs.

Routine Uses: No information is disclosed outside the Department of Defense (DOD)

Disclosure: Disclosure of requested information is voluntary; however, if information is not provided, individuals may not be able to participate in CDS programs.

I, _____, give permission for my name to be
(Name)

included on the CYS Babysitting Referral List. The following information may be provided to authorize CYS patrons seeking babysitting services:

Name: _____

Age: **ADULT** Sex: _____ Home Phone: _____

Address _____

Ages of children for whom services will be provided:

Days/Times available to babysit (evenings, weekends, etc.):

I understand that information will be provided to authorized CYS patrons upon request. I also understand that the CYS Babysitter Referral List is kept as a service to soldiers/DOD civilians and their families. Army CYS acts as a voluntary agent for this program. I understand that the Army verifies the babysitter has attended a training course. However, I further understand that the United States assumes no responsibility under the Federal Tort Claims Act or any other provision of the law which could allow it to be sued on account of any omission - criminal, intentional negligent or otherwise - by a babysitter that causes any injury or death to a child placed under the care of that babysitter.

Date

Signature

Encl 3



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, PERSONNEL
UNIT 29351
APO AE 09014

AEAGA-GY (608-10)

25 Sep 00

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction for USAREUR Babysitting Training and Referral Service Procedures.

1. REFERENCES:

- a. AR 608-10 Child Development Services, 12 February 1990
- b. AR 608-10 Change 1, 15 August 1997

2. PURPOSE: To provide guidance and implementation procedures for Child Development Services (CDS) babysitting training and referral service.

3. SCOPE AND APPLICABILITY: This LOI establishes Headquarters, USAREUR policy and applies to all Child & Youth Services (CYS) Supplemental Programs and Services (SPS). Guidance clarifies and expands policy in AR 608-10.

4. BACKGROUND.

a. AR 608-10 provides guidance on the CDS babysitting training and referral service. The regulation requires SPS Programs to establish an installation SOP outlining the policies and procedures for babysitting training and referral, provide or coordinate training, maintain installation babysitting referral list, and monitor program operations.

b. During the November 99 Senior Leaders Conference, USAREUR senior spouses requested CYS develop a USAREUR policy on SPS babysitting training and referral procedures.

5. PROCEDURES.

a. SPS programs will maintain installation babysitting referral list and serve as the central point for implementation of a babysitting training and referral service.

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b. Training.

(1) Babysitting training will consist of at least 10 credit hours as determined by the SPS Director. The training program will include, as a minimum, the following components:

- (a) basic first aid
- (b) CPR
- (c) child abuse and neglect identification and reporting
- (d) emergency procedures
- (e) developmental programming
- (f) general business practices

(2) Local Red Cross Stations may provide periodic babysitting courses. It is not a requirement for CYS to utilize Red Cross training. However, when available, CYS should collaborate with Red Cross to reduce any duplication of effort.

(3) Red Cross revised the Red Cross Babysitting Course in 1998. Installations utilizing the Red Cross course must ensure supplemental training necessary to meet all of the requirements as outlined in AR 608-10 is provided. Child abuse/neglect identification and reporting shall include local procedures as outlined in the local CYS Child Abuse/Neglect SOP. AR 608-10 does not require CPR certification for babysitters. Installations are encouraged to offer CPR certification training whenever possible.

c. Referral.

(1) The Babysitting referral list is maintained by SPS as part of the resource and referral program. Requirements for placement on the SPS babysitter referral list include:

- (a) minimum seventh grade
- (b) completion of all required training components

(c) signature on the Agreement for Inclusion on the Child Development Service Babysitting Referral List (encl 1; AR 608-10, Sample Figure 7-2, pg 82)

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(d) parent signature on the Parent Permission Agreement for Inclusion on the Child Development Service Babysitting Referral List (encl 2; AR 608-10, Sample Figure 7-3, pg 83) for those youth under age 18

(2) Parents seeking babysitters will sign the Statement of Understanding Regarding Child Care Resource and Referral Services (encl 3; AR 608-10, Sample Figure 7-1, pg 81) prior to obtaining any referral information. Babysitter referral lists are to be made available to CYS eligible patrons (ID card holders). Required statements to be placed into this document are outlined in AR 608-10, paragraph 7-30c(4). These statements include:

(a) babysitters are not subject to background clearances and placement on the babysitter referral list only indicates completion of approved training

(b) placement on the SPS babysitter referral list shall not be evidence of the babysitter's competence or suitability for babysitting

(c) placement on the SPS babysitter referral list does not represent endorsement of the babysitter by the U.S. Army

(d) selecting and hiring a babysitter is a parental responsibility

d. The SPS program will conduct administrative activities necessary to the implementation of the CDS babysitting training and referral service.

(1) The SPS Director will develop local babysitting training and referral SOP. The SOP shall include information on local policies, home alone or installation supervision policies, removal from program criteria, and CYS 10-hour rule.

(2) The SPS program will maintain referral list agreements, parent permission forms, and statements of understanding on file for 3 years.

(3) The SPS program will maintain the installation babysitting referral list, conduct quarterly list updates, remove babysitter names when they depart the installation or for documented cause, and maintain records as required in AR 608-10.

6. This LOI was coordinated with Red Cross, Family Advocacy Program, OJA and Housing. HQ USAREUR point of contact is Ms. Pamela Smith, DSN 370-6686/8634, or smithp@hq.hqusareur.army.mil.

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SUBJECT: Letter of Instruction for USAREUR Babysitting Training and Referral Service Procedures

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL:

Encl

Original signed
SANDRA WOOD
Chief, Morale, Welfare
and Recreation Division

DISTRIBUTION:
1 EA ASG/BSB CDR
Chief, Red Cross
Chief, Housing

CF:
CYS CHIEFS VIA Email