

**DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
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IMEU-VIC-MWC

1 March 2006

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Volunteer Child Care in Unit Settings (VCCUS)

1. REFERENCE: AR 608-10, Child Development Services, 15 July 1997
2. PURPOSE: To inform CYS employees and patrons of the VCCUS operational procedures.
3. APPLICABILITY: This SOP applies to volunteers, patrons, agencies, units, and family members of the Vicenza Military Community.
4. GENERAL: VCCUS is a CYS Liaison Education Outreach Services (CLEOS) program that provides free child care services by family members or volunteers in one military unit or organization in exchange for similar services at a future, mutually agreed upon time.
5. RESPONSIBILITIES:
 - a. The CLEOS Director will:
 - (1) Identify locations throughout the community, which can be used as VCCUS sites.
 - (2) Provide technical assistance to ensure VCCUS caregivers provide quality care to children.
 - (3) Monitor on-site VCCUS sessions periodically to ensure ratios are maintained and appropriate activities are offered.
 - (4) Provide age-appropriate toys and equipment on a checkout basis from the CLEOS lending library or the Family Child Care (FCC) lending closet.
 - (5) Provide a minimum of 4 hours of VCCUS required caregiver training.
 - (6) Maintain VCCUS usage records to include the number of trained volunteers, the number and ages of children served, the number and rank of sponsors served, the number of VCCUS sessions held and an annotated number of sessions offered.

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(7) Ensure that all sites have been inspected and approved by the fire, health, and safety proponents.

b. The VCCUS caregiver will:

(1) Sign Caregiver/Volunteer Statement of Understanding (Appendix A).

(2) Complete background clearances.

(3) Check immunizations prior to admittance to ensure shots are up-to-date, if parents do not have a CYS registration card.

(4) Attend VCCUS training session (minimum of 4 hours) which will include:

(a) CLEOS orientation: an overview of CLEOS programs and how they supplement and enhance childcare options.

(b) Positive discipline techniques: how to use the environment to decrease the probability of discipline problems and speak to children in a positive way. Corporal punishment and its potential harm and child abuse are also discussed.

(c) Health practices: lessons on hand washing techniques, diaper changing, toilet training, safe handling of food and proper disinfecting techniques for toys.

(d) Safety in VCCUS settings: general child safety, evacuation and information specific to the VCCUS site and the materials and equipment to be used in the VCCUS session.

(e) Developmental activities: based on the general activity plan that the CLEOS Director provides for each VCCUS session. Time is scheduled so VCCUS volunteers can try out toys and activities.

(f) CPR and First Aid training.

(5) Be responsible for transportation of equipment to and from the VCCUS session, setting up activities and cleaning of all equipment after each session IAW training.

g. The units or organizations will:

(1) Receive written permission to use the site from the site-building manager.

(2) Provide for facility corrections to meet fire/safety/health minimum standards.

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(3) Identify a point of contact for each VCCUS session.

(4) Notify the CLEOS Director at least 3 weeks before a VCCUS session to confirm the date and time.

6. ADMISSION:

a. Registration requirements for children attending VCCUS will be limited to completing DA Form 4719-R, Registration Card, and providing a copy of up-to-date immunizations. Childcare will be denied to individuals not meeting these requirements.

b. Children will not be accepted with obvious signs of illness. Children's immunization documents must be current.

7. RATIOS AND GROUP SIZES:

a. Each VCCUS session will require a minimum of 2 unit caregivers. No more than 20 children will be in 1 room. The below adult/child ration will be followed:

<u>Category</u>	<u>Age Group</u>	<u>Adult/Child Ratio</u>	<u>Ratio Maximum</u>
Infants	6 weeks - 12 months	1:4	8
Pretoddlers	12 - 24 months	1:5	10
Toddlers	24-36 months	1:7	14
Preschool Age	3 - 5 years	1:10	20
Family Style	6 weeks - 5 years	1:10	20
School Age	5 - 12 years	1:15	30

8. FAMILY STYLE GROUPING AND ADULT/CHILD REQUIREMENTS:

a. The adult/child ratio and group size requirements for the age of the youngest child in the group must be met if children in the youngest age category make up 20 percent or more of the group.

b. If the children in the youngest age category make up less than 20 percent of the group, the ratios and group size requirements for the next highest age category must be met.

c. Maximum group sizes will be in accordance with the chart listed above in 7a.



ERIC WEISEL

Coordinator, Child and Youth Services

**VOLUNTEER CHILDCARE IN UNIT SETTINGS (VCCUS)
STATEMENT OF UNDERSTANDING**

1. As a Volunteer caregiver, I understand that it is my responsibility to ensure the health, safety and general well being of the children. It is also my responsibility to follow all the guidelines and regulations of the VCCUS Standard Operating Procedures (SOP) and appropriate Child and Youth Services (CYS) SOPs.
2. I am a volunteer provider at the time of the VCCUS sessions and will abide by AR 608-10, which regulates and specifies the general duties of CYS personnel.
3. I understand that:
 - a. CYS childcare facility ratios (AR 608-10) will be used for determining the child to caregiver ratio needed for the VCCUS program.
 - b. A minimum of 2 caregivers/personnel must be on duty in the facility regardless of the number of children present.
 - c. No child will be left unattended at any time, asleep or awake.
 - d. I must fill out and sign a complete accident report for all injuries that occur to children in my care. If the accident/injury is minor, I will administer First Aid. In the event of more serious occurrences, 1 of the 2 caregivers will immediately locate and notify the parent(s) on-site while the other caregiver attends to the injured child and the other children.
 - e. I must never punish a child by:
 - (1) Spanking, pinching, shaking or other corporal punishment.
 - (2) Humiliation or verbal abuse.
 - (3) Binding to restrain movement of mouth or limb.
 - (4) Deprivation of meals, snacks, outdoor play opportunities or other CYS program components.
 - f. Once I verbally or in writing agree to care for children at a specific time and date with the VCCUS Point of Contact for a VCCUS program, I am making a commitment to that organization. An exception to this commitment would be a personal illness. If I am unable to complete my commitment, I will be prompt in calling to notify the VCCUS Point of Contact in order to allow the organization to locate another caregiver.

g. I must be dependable. Arriving late, leaving early or not showing up for the agreed upon care is unacceptable and could lead to termination.

h. I must ensure that DA Form 4719-R (Registration Card) with proof of up-to-date immunizations is completed by the parent(s) prior to accepting a child into care. Childcare will be denied to individuals not meeting these requirements.

i. I must ensure those parents sign the Waiver of Liability at the time of registration. The Army is not assuming custody of the children during the VCCUS session since the parent(s) is/are remaining on-site and is immediately accessible to the children.

4. I have read and fully understand this Statement of Understanding and have received a copy for my own records.

Signature of Caregiver/Volunteer Date

Signature of CLEOS Director Date