



REPLY TO
ATTENTION: [Symbol]

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMKO-ADM-WC

24 JAN 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #7 Unclaimed Child Procedures

1. REFERENCES.

- a. AR 608-10, Child Development Services, 15 August 1997.
- b. AR 608-10 Interim Update, Child Development Services, 6 April 2006.

2. PURPOSE. This policy outlines the procedures to be followed when children are left after hours at any Child Development Services (CDS) activity. It applies to parents and staff.

3. APPLICABILITY. Unless prior coordination has been made between parents and CDS staff, a staff member will call the parents' work and/or home/cell phone numbers five minutes after closing. If the parent(s) cannot be reached at home or work, the staff member will contact the emergency release designee 15 minutes after closing.

4. PROCEDURES.

a. A management and a care giving staff member will remain at the Center with the child left after regular hours. They will call the parents' work and/or home phone numbers. If no parent can be reached at home or work, the staff will contact the emergency release designee.

b. One member of management staff and one member of the care giving staff will be in the center with the child until parents or emergency release designees can be contacted. Developmental childcare will be provided for the child until the child is picked up. The staff will continue to attempt to call the parents or their emergency designees at regular intervals.

c. At no time will a CYS staff member take the child/youth to their home or transport them in their Privately Owned Vehicle (POV), unless said staff member is listed on official paperwork as the emergency release designee.

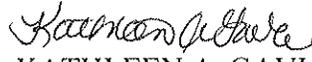
d. Parents who leave a child or children at the Child Development Center after regular closing hours of 1800 will be charged a late pick-up fee of \$1.00 per minute. The fee will begin at 1801. Only the CDS Coordinator has the authority to waive the fee. Fee waivers will be granted only for medical or mission-related emergencies.

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e. If the parent(s) or emergency designee(s) cannot be contacted, and the child has not been picked up 30 minutes past the closing hour, appropriate authorities will be contacted for alternate placement and care of the child. This may result in contacting the Military Police and placing the child with Social Work Services. We recognize the severity of this action and regret that it will have to be taken if efforts to reach either the parent or the emergency point of contact fail. Parents can avoid such action by simply ensuring that we have valid emergency contacts and telephone numbers and by promptly picking up their children, or to notify the center of an emergency.

5. PROPONENT. The proponent of this policy is USAG Daegu Directorate of Family and Morale, Welfare, and Recreation. The point of contact is the CDC Director, CYSD at DSN: 768-7200.


KATHLEEN A. GAVLE
COL, MI
Commanding

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