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*Services*

**CHILD SUPERVISION POLICIES**

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This instruction implements AFI 34-249, *Youth Programs*, and AFI 40-301, *Family Advocacy*. It also addresses DoDI 6060.3, *School-Age Care (SAC) Program*. It establishes guidelines for acceptable supervision of unattended children on Maxwell AFB and Gunter Annex (referred to as Maxwell AFB hereafter unless specified otherwise). This includes establishing age-specific guidance to assist families in knowing what is considered acceptable and unacceptable supervision. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. This publication does not apply to AFRC or ANG units. This instruction applies to all organizations and tenants assigned or attached to Maxwell AFB.

**SUMMARY OF CHANGES**

This rewrite addresses recent policy updates and removes outdated information. It adds curfew restrictions that will be posted in locations that are mandated to report suspected child abuse/neglect. Publication number updated to align under AFD 34-1, *Air Force Services*, as it superseded AFD 34-8 under which the publication was previously aligned.

**1. General.** Determining the age at which children may be left unsupervised is difficult due to the individual levels of maturity and responsibility among children of any given age group. When not properly supervised, unattended children pose a safety risk not only to themselves, but also to other base residents. Sponsors are ultimately held responsible for the conduct and well being of their children on base. The following serves as the guidance for Maxwell AFB and Gunter Annex.

## 2. Responsibilities.

- 2.1. The Installation Commander establishes and ensures compliance with this guidance.
- 2.2. Security forces personnel become familiar with and enforce this guidance, as applicable.
- 2.3. Sponsors comply with base guidance regarding unattended children.

**3. Supervision Arrangements.** Parents are encouraged to make full use of the child development centers, youth centers and family childcare homes on base to provide supervision for their minor children during the workday. Arrangements with neighbors for care of children must be limited to 10 hours per week. Persons providing childcare in excess of 10 hours per week, whether paid or unpaid, require licensing by the Mission Support Group Commander through the base family childcare coordinator.

**4. Lack of Supervision.** Lack of supervision may be considered child neglect. The Family Advocacy Officer and Central Registry Board (CRB) review each report of alleged child neglect on a case-by-case basis. Each report is to consider the unique circumstances surrounding the allegation. Each case is presented to the CRB and either meets criteria for abuse or neglect or does not meet criteria for abuse or neglect. The sponsor's squadron commander attends the CRB. When an allegation is received, the list of questions/issues found at Attachment 2 can serve as guidelines for base agencies to use in their assessment of whether it was appropriate for the child to be left unsupervised.

## 5. Age Requirements.

5.1. Children 6 years of age (prior to their 7th birthday) and younger must be in the line of sight of the caretaker or in a controlled environment; for example, in a fenced back yard when out of doors. Children under the age of 7 should be accompanied at all times. They should never be left in vehicles unattended or at home alone. They should not be allowed to ride a bicycle or tricycle, or walk around the base without direct, line of sight supervision of an adult or age-appropriate babysitter (see paragraph 8). **Exception:** Children 6 years of age may walk to and from school without supervision.

5.2. Children ages 7 – 9 may not be left unsupervised in the home. Children ages 7 and older should know the family's safety plan and have access to a responsible adult in the case of an emergency. They may be allowed outside unattended (to play on the playgrounds, ride their bicycle, etc.). Children these ages may be allowed to walk to and from school. They must also be able to demonstrate an appropriate level of maturity and be in no obvious threat of harm to themselves or others. They must never be placed in a caretaker role for younger children, including siblings.

5.3. Children aged 9 and older may be left in a car unattended, except in hot or cold weather, for a maximum of 15 minutes. Keys must be removed and the emergency brake must be applied. Children in this age group should understand and be able to demonstrate the rules of safety. For more information regarding car temperatures, visit, <http://www.nhtsa.gov/people/injury/enforce/ChildrenAndCars/pages/unattend-hotcars.htm>

5.4. Children ages 10 – 12 may be left unsupervised for up to 3 hours during the day with ready access (phone number) to a responsible adult; they may not be left between the hours of 2200 – 0600. These children may be left unattended in a car (except in hot or cold weather) with the keys removed and the emergency brake applied. They must be capable of showing an appropriate level of maturity and understanding of the safety issues listed in Attachment 3. These children should not have any special medical or educational needs and must be comfortable with the situation.

5.5. Children ages 13 – 15 may be left unsupervised for up to 8 hours, but not overnight, provided they are not at risk of harm to themselves or others. Under no circumstances are children under the age of 15 to be left alone for longer than 8 hours.

5.6. Children ages 16 – 17 may be left alone for no more than 48 hours at a time. Necessary provisions should be readily available and an alternate authorized adult should be available to assist with problems and make periodic checks.

5.7. Attachment 3 provides a list of questions parents can use as a general guideline to help them assess their child's readiness to be left unattended.

5.8. If a child is left alone on a continual basis, the sponsor's First Sergeant will be notified by Family Advocacy.

**6. Curfew.** Curfew for minors 12 years or younger is 2200 – 0600, Monday – Sunday, seven days a week. Curfew for minors 13 – 17 years of age is 2400 – 0600 Sunday – Thursday and 0100 – 0600 Friday – Saturday and holidays/non-school days. Children must obey base rules at all times.

6.1. Minors may drive on base during curfew hours with parental consent. In addition, sanctioned events, i. e. work, city/school/youth program/church-sponsored activities, sports programs, etc., are authorized reasons for a minor to be out after curfew. Minors must have parental consent in writing, including a phone number for verification.

6.2. Any organization holding an activity involving minors, which proceeds past curfew, must obtain permission from their unit commander or equivalent before scheduling the activity and provide a copy to the Maxwell AFB Base Defense Operations Center (BDOC) via the Visitor Control Center (VCC) for distribution.

6.3. Minors violating this policy will be transported to the Maxwell AFB BDOC and their sponsor or guardian will be contacted to assume custody of their dependent(s). If the sponsor cannot be reached, the BDOC controller will notify their First Sergeant or Commander.

**7. Latch-Key Program.** Children ages 10 – 12 who are left unsupervised must complete the Latch-Key Program by the Airman and Family Readiness Center. Having your child complete the Latch-Key Program on base will provide an extra measure of insurance towards their safety and well-being. These children must be able to demonstrate an appropriate level of maturity and be in no obvious threat of harm to themselves or others.

**8. Baby-Sitting.** Completion of Red Cross baby-sitting training is highly recommended for children who care for siblings. It is required for ages 13 and older who baby-sit non-family members. The Airman and Family Services Flight will maintain a list of certified babysitters. The babysitter can register at the Maxwell and Gunter Youth Programs.

8.1. Children ages 10 and under or not yet in sixth grade should never be placed in a caretaker role for younger children, including siblings, under any circumstances.

8.2. Children ages 11 – 12 may provide short-term childcare for siblings over 3 years old, not to exceed 3 hours in duration. They may not care for non-family members.

8.3. Children ages 13 – 15 may baby-sit for siblings and non-family members, not to exceed 8 hours and not overnight. Completion of the Red Cross baby-sitting training for those providing childcare to non-family members is required. For those caring for family members, it is strongly recommended.

8.4. Children ages 16 and older may baby-sit for siblings and non-family members for periods in excess of 8 hours, to include overnight.

**9. Child Supervision Guidance.** See Attachment 4 as a quick reference to child supervision guidance.

TRENT H. EDWARDS, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

DoDI 6060.3, *School-Age Care (SAC) Program*, 19 December 1996

AFPD 34-1, *Air Force Services*, 2 November 2012

AFI 34-249, *Youth Programs*, 1 June 2000

AFI 40-301, *Family Advocacy*, 30 November 2009

AETC Memorandum, *Youth Supervision Policy*, 15 September 2004

*Inadequate Supervision Guide*, Montgomery County Department of Human Resources

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**BDOC**—Base Defense Operations Center

**CRB**—Central Registry Board

**IAW**—in accordance with

**Attachment 2****BASE PERSONNEL GUIDE TO ASSESSING UNSUPERVISED CHILDREN**

A2.1. The following suggestions are for base agencies to use in order to assess whether a child is at risk for harm. These suggestions do NOT constitute additional policy.

A2.2. If you observe a child under 7 years of age who is without line-of-sight adult supervision, or a child 7 years or older who is acting in a manner that you believe places the child at risk of harm to himself/herself or others, you must contact the Security Forces Squadron (SFS) at 953-7222 (Maxwell)/416-4250 (Gunter) (or 911 in an emergency situation.)

A2.3. Questions that would be helpful in assessing the issue of neglect are as follows:

A2.3.1. What is the age of the child?

A2.3.2. What is the duration or frequency of time without adult supervision? When was the last time the parents called to check in on the child?

A2.3.3. Are there indications of physical or emotional handicap(s)?

A2.3.4. Is the child able to tell you his/her name, address and phone number? Can he/she tell you the name of his/her parents, where they are and when they expected home?

A2.3.5. Is the child afraid of being alone?

A2.3.6. Does the child have the name, address and telephone number of another adult who can be contacted for assistance?

A2.3.7. Is that adult available?

A2.3.8. Does the child know what constitutes an emergency? Does the child know and understand what to do in an emergency?

A2.3.9. Have there been recent incidents of neglect involving the family?

A2.3.10. Does the child appear to be mature, articulate and have a good judgment as compared to other children of the same age or grade? If not, is more supervision that what would normally be required of other children of the same age or experience required?

A2.3.11. If the child is 7 or older; does he or she have a key to the home? Can he or she use it to get inside?

A2.3.12. Does the child know what to do if a stranger calls on the phone, comes to the door or approaches him or her outside?

A2.3.13. Is the child 9 years or younger inside a locked car with dangerous weather conditions such as high temperature?

A2.3.14. Is the child using good road safety when riding a bicycle or walking?

A2.3.15. Does the child know how/when to use 911 emergency procedures?

A2.4. This is not a comprehensive list but should help to determine issues of safety involving children. It is everyone's job to protect our children. If you have any questions or comments, call the Family Advocacy Office at 953-5501.

### Attachment 3

#### PARENT'S GUIDE TO UNSUPERVISED CHILDREN

A3.1. The following are general questions parents should consider when assessing the readiness of their child/children to be left unsupervised and teaching their children safety:

A3.1.1. Does your child consistently act as mature or as responsible as the majority of children in his/her grade at school?

A3.1.2. Has your child acted impulsively in the past several weeks in a way that has placed him/her in danger (e.g., playing with fire or sharp objects, getting into the medicine cabinet without your permission, using the stove without permission, starting the lawnmower or power tools without permission)?

A3.1.3. Is your child able to recite his/her name, address and phone number to another adult if necessary?

A3.1.4. Does your child know your name, phone number and workplace?

A3.1.5. Does your child know what an emergency is? Does he/she know how to contact emergency services?

A3.1.6. Does your child know the name, phone number and address of a designated alternate adult if you are not available? Is he/she comfortable asking this alternate caretaker for help?

A3.1.7. Does your child know how to exit your home from every room in case of a fire?

A3.1.8. Does your child know where to go/what to do in case of a tornado, i.e., in a center room (a bathroom or closet without windows) and cover up with pillows or bedding?

A3.1.9. Can he/she make a simple sandwich (peanut butter and jelly, for instance) and pour a glass of milk or fix a bowl of cold cereal?

A3.1.10. Does your child know the rules about bicycle safety and does he/she use a helmet without having to be reminded?

A3.1.11. How will your child handle a stranger calling on the phone or knocking on the door?

A3.2. This is not intended to be either a comprehensive list or to take the place of good parental teaching and judgment. It is simply a tool to help you do the best job you can in the most difficult (and rewarding) role you will ever have—being a parent. If you have questions or comments, call the Family Advocacy Office at 953-5501.

## Attachment 4

## CHILD SUPERVISION MATRIX

Table A4.1. CHILD SUPERVISION MATRIX

AGE OF CHILD	LEFT ALONE IN QUARTERS FOR 3 HRS OR LESS	LEFT ALONE FOR MORE THAN 3 HRS	LEFT ALONE OVER-NIGHT	OUTSIDE UNATTENDED (TO INCLUDE PLAYING)	LEFT IN CAR UNATTENDED	CHILD BABY-SITTING FOR SIBLINGS	CHILD BABY-SITTING FOR OTHERS
Newborn through age 4	NO	NO	NO	NO	NO	NO	NO
Ages 5 through age 6	NO	NO; except at age 6 may walk to and from school	NO	NO: exception on playground or yard with immediate access (visual sight or hearing distance) (Note 3)	NO	NO	NO
Ages 7 through age 9	NO	NO; except may walk to and from school	NO	YES; with access to adult supervision (Note 3)	No: exception children age 9 and above, may be left for maximum 15 min. with keys removed and handbrake applied	NO	NO
Ages 10 through age 12	YES; with ready access (phone number to an adult supervisor) (Notes 1, 3)	NO	NO	YES	YES; keys removed and handbrake applied	YES; 11 yrs old or sixth grade minimum (Notes 1, 3)	NO
Ages 13 through age 15	YES	YES; but no more than 8 hours	NO	YES	YES	YES	YES (Note 2)

Age 16 through high school graduation	YES	YES	YES; minors age 16 & 17 may be left alone for TDYs or leaves not to exceed 48 hours. Adult supervision must be available to make periodic checks.	YES	YES	YES	YES
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**NOTES:**

Note 1: Latch Key Program Training by Airman and Family Readiness Center required

Note 2: Red Cross babysitting training required

Note 3: Adult supervision is defined as someone who has or assumes responsibilities for the child, e.g., parent, guardian, care provider or friend