



DEPARTMENT OF THE NAVY  
U.S. NAVY REGION CENTER, SINGAPORE  
FPO AP 96534

NRCSINST 1754  
N00  
10 Nov 15

NAVY REGION CENTER SINGAPORE INSTRUCTION 1754

Subj: SUPERVISION OF CHILDREN AND SELF CARE POLICY

Ref: (a) DOD Directive 1342.22  
(b) DOD Directive 6400.1  
(c) OPNAV 1700.9E

Encl: (1) Navy CYP Self-Release Parental Permission Form

1. Purpose. To provide guidance to the Navy Region Center, Singapore (NRCS) community on the standards of child supervision. This policy establishes responsibilities and procedures for the supervision of minors in the Sembawang U.S. Military Community. Reference (a) and (b) provide guidance and responsibility for DoD personnel to ensure compliance with the family support systems. It applies to U.S. military and DoD civilians who utilize the facilities at NRCS.

2. Cancellation. SACINST 1754 dated 22 May 2012.

3. Definitions

a. Sponsor. For the purpose of this document the word "Sponsor" may also be defined as follows: A qualified Military or DoD sponsor, eligible for space-required, tuition-fee enrollment of eligible dependents in a DoD school, is a military service member serving on active duty and stationed overseas on Permanent Change of Station (PCS) orders; or a civilian employee of the Department of Defense who is employed on a full-time basis, stationed overseas, is either a citizen or a national of the United States, and who is authorized to transport dependents to or from an overseas area at government expense and is provided an allowance for living quarters in that area.

b. Dependent. A command sponsored dependent is a minor residing with the active duty military or full-time DoD civilian sponsor at an OCONUS location where an accompanied-by-dependent tour is authorized; the sponsor is authorized to serve that tour, and where the dependents meet the following criteria:  
(1) The dependent is eligible for travel to or from the member's permanent duty station; (2) The dependent is authorized by the appropriate authority to be at the member's permanent duty station;

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and (3) As a result of the dependent's residence in the vicinity of the sponsor's permanent duty station, the sponsor is entitled to station allowance at the "with family" rate.

4. Applicability. This policy is applicable to all military members, civilian employees and their family members assigned to or visiting NRCS including all tenant commands within NRCS, Paya Lebar and Changi Naval Base.

5. Policy. Establishes acceptable parameters and provides guidance to parents, enforcement agencies, health care providers and the general community concerning minimum acceptable standards of supervision for children in the NRCS community. Sponsors are responsible for ensuring the health, welfare and safety of minor family members and dependents at all times and ensuring that such persons obey the provisions of this policy. Repeated or particularly egregious violations may provide a basis for referral to Family Advocacy and/or revocation of command sponsorship for the family.

a. The following policy applies to all minors:

Age of Child	Left Unattended In Quarters	Left Alone Overnight	Left in Neighborhood Play Areas Unsupervised	Left in Car Unsupervised	Unattended in Public Areas	Live-in Aide
0-6 yrs	N	N	N	N	N	Y
7-9 yrs	N	N	Y*	N	N	Y
10-12 yrs	Y**	N	Y	Y	Y	Y
13-15 yrs	Y	N	Y	Y	Y	Y
16-18 yrs	Y	Y	Y	Y	Y	Y

\*ADULT WITHIN HEARING OR VISUAL CONTACT

\*\*FOR NOT MORE THAN FOUR HOURS

b. Children between the ages of ten and twelve can sign themselves in and out of the CYP program only if their legal guardian has signed a self-release parental permission form. CYP will maintain a list of children who can check-in and self-release.

c. Children under 13 years of age will not baby-sit other children, including their siblings. Baby-sitters under the age of 16 may supervise until 2400 but are not allowed to baby-sit all night.

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d. Personality, environment, development progress and maturity levels are factors parents must use to determine when children are ready to accomplish activities with little or no supervision. Parents should assess their children's maturity and, if necessary, raise the minimum age limits outlined above.

6. Intervention by Family Advocacy Program (FAP)

a. The mission of the Family Advocacy Program is the prevention and treatment of child and spouse maltreatment. The FAP Navy program collaborates with all US military commands in Singapore. In the event of a referral for a suspected case of maltreatment, a FAP clinician at Atsugi, Sasebo or Yokosuka would direct data collection by an appointed representative and then review the case. The FAP is comprised of helping agencies chartered to develop treatment plans for families. FAP evaluates each referral on its own merit. The FAP is given discretion in evaluating an incident and recommending treatment plans. In making a determination, the FAP considers factors including, but not limited to age, maturity level, and number of children, amount of time/frequency left unattended, parent-child relationship, family dynamics, environment, previous history, precautions taken and any actual injury and/or property damage.

b. The FAP uses this document as a guide, along with applicable DoD directives and Navy instructions, to make their final determination and recommendations based on the need for the safety of all of its family members and appropriate actions of a reasonable prudent adult. Substantiated cases can create a permanent record for the responsible adults.

7. Parents who have questions about this policy may contact the Child and Youth Program Director at Commercial: 6752-8451, DSN 315-421-8451 or by e-mail at [paula.cabrera@fe.navy.mil](mailto:paula.cabrera@fe.navy.mil).



S. W. MURDOCK

Distribution:  
Lists I & II



Child and Youth Programs

# Child and Youth Programs

Navy Region Center Singapore  
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## Self-Release Parental Permission Form

I am giving my consent for my child to sign-in/out of the Navy Region Center Singapore Youth and/or Teen Center. If my child is not signed in to the program, I fully understand that the Navy Region Center Child and Youth Program staff will not be responsible for my child's care. My child meets the Supervision of Children Policy Statement requirements. S/he is required to sign in upon entering the building and out when leaving each day. I understand it is my responsibility to know the whereabouts and monitor all activities of my child.

Name of Child: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

*\*Please initial and/or complete each box below to indicate your parental permission for self-sign-in/out:*

## Supervision of Children Policy Statement

Children ten years of age and over may sign themselves into and out of the age-appropriate CYP program in accordance with the Navy Region Center Singapore Supervision of Children Policy Statement. A Self-Release Parental Permission form must be completed annually by the sponsor / parent prior to self-release.

\_\_\_\_\_  
Signature of Sponsor/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Youth/Teen Signature

\_\_\_\_\_  
Date

\*\*Additional Instructions:

\_\_\_\_\_  
\_\_\_\_\_