



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, Box 10
APO AE 09033

IMEU-SWF-ZA

Nov 26 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1-8, Misplaced Child Procedures

1. Purpose: To provide policy and guidance when an elementary school child, who rides a school bus, fails to arrive home or to their alternative home care provider within 30 minutes of their expected time.

2. Applicability: This policy applies to all Soldiers, Family Members and civilian employees who reside in the Schweinfurt Military Community. Soldiers who knowingly violate the provisions of this memorandum are subject to punitive action under the Uniform Code of Military Justice (UCMJ). All other personnel who knowingly violate this policy are subject to adverse administrative action authorized by AE 27-9, Civilian Misconduct.

3. Responsibilities:

a. Parent/Childcare Provider: Notify the School Bus Office (SBO) at DSN 354-6677, CIV 09721-96-6677 and provide the child's name, bus route, child's description and attire, usual arrival time and possible playmates (See Enclosure 1). If unable to contact the School Bus Office, contact the local Military Police (MP) DSN 354-6624/CIV 09721-96-6624 or the Community Operations Center, DSN 354-6708/CIV 09721-96-6708 with the same information as above.

b. Parent/Childcare Providers for School Age Children: Notify SBO Office at DSN 354-6677/6236 or Civilian 09721-81365 or after hours at 0171-559-0078 or 0710-336-5031 and provide the same information for a School Age Child.

c. SBO: Per DoDEA Procedures SBO will follow the instruction for the Lost Student Procedures. This affects any school age child who fails to arrive home or at their expected location. As outlined they will remain on duty, directly participating in the effort to locate the student (See Enclosure 2).

d. Director Emergency Services will:

(1) Inform patrols to maintain vigilance for the misplaced child.

(2) Perform a sweep of the neighborhood and question other bus riders if the child is not located within 1 hour.

(3) When SBO personnel are unavailable, the MP's or Installation Operation Center (IOC) will contact the bus contractor and request visual inspection of the bus in an effort to locate the child.

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4. The proponent for this policy memorandum is the School Bus Office, DSN 354-6277/6236 or CIV 09721-81355.



EVERETT S. P. SPAIN
LTC, EN
Commanding

2 Encl
1-Misplaced Child Procedures/Information
2-Lost Student Checklist

DISTRIBUTION:
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ENCLOSURE 1

For All Parents with Children Riding Government Provided School Buses

In the event that your child does not arrive home on the designated bus within 30 minutes of his/her normal arrival time:

During duty hours (0800 – 1630) contact the DETMO School Bus Office at DSN: 354-6677/6236 or civilian 09721-81355.

After duty hours, in the event DETMO School Bus Office cannot be reached, contact the Military Police at DSN: 354-6624 or civilian 09721-802160.

PLEASE HAVE THIS INFORMATION AVAILABLE WHEN YOU CALL

Child's Name: _____
Bus Route: _____
Child's Description: Height: _____ Hair Color: _____ Age: _____ Ethnicity: _____ Attire: _____
Usual Arrival Time: _____
Friends that ride the same bus: _____
Activities the child normally attends after school (sports, clubs, etc.): _____
Sponsor's Name and Unit: _____
Duty and Home Phone: _____
Housing or Local Address: _____

Locating a child request the cooperation of all agencies and parents so that the child can be reunited with parents as soon as possible. Your assistance is greatly appreciated.

ENCLOSURE 2

LOST STUDENT CHECKLIST

Time Notification Received: _____
Name of Person Calling: _____
Relationship to Student: _____

NOTE: IF THE PERSON CALLING IS NOT THE CHILD'S PARENT/GUARDIAN, OBTAIN THE NAME, ADDRESS AND PHONE NUMBER OF THE PARENT/GUARDIAN.

NAME/PHONE NUMBER: _____
NAME OF LOST STUDENT: _____
AGE: ____ HEIGHT: ____ WEIGHT: ____ HAIR COLOR: ____ EYE COLOR: ____
LAST SEEN WEARING: _____
BUS NUMBER STUDENT RIDES: _____

NOTIFICATION:	TIME	OFFICE	PERSON	PHONE
		<u>DETMO</u>		
		<u>MILITARY POLICE</u>		
		<u>SCHOOL</u>		
		<u>PARENT</u>		
FOUND STUDENT		<u>PARENT</u>		
		<u>MILITARY POLICE</u>		
		<u>DETMO</u>		