



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

4 OCT 2008

MEMORANDUM FOR 325 SFS/CC
MANAGER, BALFOUR BEATTY COMMUNITIES

FROM: 325 MSG/CC

SUBJECT: Reports of Unlicensed Child Care

1. Air Force Instruction 34-276, Family Child Care Programs, requires that individuals caring for other families' children a total of more than 10 hours per week on a regular basis must be licensed to provide child care in base quarters.
2. The Family Child Care (FCC) Coordinator and Services Squadron Commander, Deputy Chief of Services, or Family Member Programs Flight Chief will conduct an on-site visit to investigate all complaints of unlicensed child care. The housing resident will be presented with a current copy of the Commander's policy letter on "Unlicensed Family Child Care."
3. In the event of a repeat complaint, which is substantiated by evidence of child care during an on-site visit, the flight chief will recommend the issuance of a written order from the Mission Support Group Commander directing the individual to cease providing care.
4. Further substantiated incidents of providing unauthorized child care will be referred to the Mission Support Group Commander for appropriate action, which may include revocation of housing privileges of individuals who refuse to become licensed or who continue to provide care after their license has been suspended or revoked.
5. The point of contact is Ms. Ashley Smith, FCC Coordinator at 283-2266, or email ashleyr.smith@tyndall.af.mil.

A handwritten signature in black ink, reading "David E. Zeh", is positioned above the typed name.

DAVID E. ZEH, Colonel, USAF
Commander