



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

IMWE-HOD-MWC

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
KIDS ON SITE (KOS) AND FORT HOOD ORGANIZATIONS

**SUBJECT: MOA between KOS and Requesting Organization, Revised
05 November 2010**

1. Reference.

- a. AR 608-10, Child Development Services, 15 July 1997
- b. Department of the Army (DA) Letter of Instruction (LOI) for Child Development Services (CDS) Short Term Alternative Child Care (STACC) Program, 09 March 1989
- c. Forces Command Memorandum, Short Term Alternative Child Care (STACC) Sites, 27 April 1992
- d. Fort Hood Kids On Site Standing Operating Procedure (SOP), 26 October 2010

2. Purpose. This MOA identifies the parameters of KOS made available to the organization and establishes responsibility of the KOS program and requestor.

3. Scope. KOS and the requesting organization mutually agree to collaborate on the provision of child care in support of installation sponsored programs including, but not limited to, Family Readiness Group meetings, pre-deployment briefings, redeployment briefings, support group meetings, unit social events, and marriage retreats.

4. Fort Hood Child, Youth & School Services (CYSS) KOS will provide a child care session for:

Organization Name	
Purpose of Meeting	
Date	
Location	
Time of Meeting	
Estimated # of Children	
Requestor's Email	

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5. Responsibilities.

a. The following will be provided by KOS:

- (1) A copy of the KOS SOP.
- (2) All requirements as set forth in the KOS SOP.

b. The Requesting Organization will:

(1) Coordinate with the building manager for use of the proposed, approved location. Location must be clean and safe.

(2) Submit this MOA and required RSVP of names, ages, sponsor's name and special needs NLT 72 hours prior to the event. If MOA and RSVP are not submitted 72 hours prior to the event, the child care reservation will be cancelled.

(3) Pay for child care services at a rate of \$24 per hour for each staff member required to meet ratio if the event does not meet Army Family Covenant requirements. Fees must be paid at CYSS Parent Central Services and are due NLT 72 hours prior to the event.

(4) Inform parents of the following:

(a) Parents of infants must provide prepared and appropriately labeled bottles for their child (name, date, brand) and an ample supply of diapers and wipes.

(b) Children must wear socks and close toed shoes while in child care.

(c) A change of clothes is recommended.

(d) At time of check-in, children must be free of illness and/or fever. If children show any signs of illness or fever, they cannot be admitted into care.

(e) Special needs, to include food allergies and diet restrictions, must be disclosed on the RSVP and to the on-site child care staff. Parents are responsible for any needed medication and are encouraged to have emergency medications in their possession. KOS staff cannot administer medication.

(f) Parents must remain in attendance of the meeting/event and in the building while children are in care.

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6. Effective date. _____

Organization Representative

CYSS KOS

Name: _____

Regina Martinez

Position: _____

Deployment Cycle Support Specialist

Date

Date