



**Defense Logistics Agency
Child Development Center
8715 Wills Road Building 2468
Fort Belvoir Virginia 22060-6221**

Dear Parents,

The leadership of the Headquarters Complex and its Installation Management team continue to monitor the latest COVID-19 guidance from the Department of Defense (DoD), U.S. NORTHCOM, Military District of Washington, and the Center for Disease Control. The intention of DoD is to continue to provide child care services at all their installations. The Fort Belvoir Garrison, and two other DLA facilities, have been forced to restrict access due to not having enough staff to meet DoD ratios in their classrooms.

With the significantly reduced demand for care, and a large number of staff reporting to work each day, the HQC CDC remains open. While many parents have the option of being allowed to telework that isn't an option for all our patrons. We are providing care to those military and civilian workers who are still required to report to work each day, and we will continue to provide care to those families as long as we are able to do so.

This morning our staff received the authority to modify our fee schedule per OPORD 20-038. While the current rate structure is unchanged, starting Friday, March 13, 2020 for those patrons who either were directed to telework, or voluntarily made the decision to keep their children home:

- The child(s) seat in the HQC CDC will be retained regardless of attendance
- All fees for those children kept from the center will be suspended until a date to be determined later when the mandatory telework orders are rescinded.
- Any fees already paid will be credited toward the child's account
- Any vacation credit used to cover the dates between 13-20 March, 2020 will be reinstated

Due to staff scheduling and resource programming requirements any child removed from the HQC CDC since 9 March, 2020 will not be allowed to return to the center until the current COVID-19 mandatory telework order is lifted.

We will continue to monitor the situation, and make any changes necessary to protect our workforce, their families, and our local communities.

For any questions please contact the HQC CDC Management Team, 571-767-0212.