

## McNamara Child Development Center Updates

*The McNamara Child Development Center is closed to patrons and staff*

The McNamara Headquarters Complex remains in Phase 1 operations of the Headquarters Reconstitution Plan. HQC leaders are constantly monitoring and assessing local public health conditions and other factors as they decide the future timeline for transitioning to the next phase. Only when conditions are met to safely transition to the next phase will employees be notified to return to the building. HQC employees not assigned to DLA will follow their organization's transition plan. The HQC Child Development Center will not reopen to patrons until the HQC transitions to Phase 2. When the facility does reopen, classroom sizes will be greatly reduced to allow for social distancing, which will also reduce the overall capacity of the center. Other measures are planned to further protect the children and staff such as curbside drop-off/pickup, wearing of masks and restricted access to the facility. The staff will continue to directly update affected families and post the latest information on the DLA MWR HQC webpage.

### Withdrawal process

- Any patron wanting to withdraw needs to submit an email to Elizabeth Ramos at [elizabeth.ramos@dla.mil](mailto:elizabeth.ramos@dla.mil). The email should be titled in the subject line first initial and last name then withdraw for example "J. Doe withdrawal". In the body of the email clearly state your last day of enrollment.
  - Refunds are only issued when a patron is withdrawing.

### Center Status

- DLA is currently in phase 1. The Childcare Development Center will open to single and dual military, along with mission essential patrons only during DLA's phase 2.
  - Mission Essential patrons are identified as those having to report into work daily
  - If a two-person household then both parents would need to report into work daily
  - There would be no teleworking option in place for either parent
- **Once the phase 2 date is established it will be posted immediately to our site.**
  - Patrons will then be provided with the employment verification form.
  - **Please do not submit your forms** now while the center is closed. We will need current forms; therefore, we will send it out when we have a phase 2 date.
- The center is currently closed to patrons and staff members.
- To ensure patrons receive the latest updates and no one is missed we have moved to posting all updates on our site.
- With the center closed please note voicemails are not checked daily.

### Childcare Unavailability Forms / MCC.com

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- The DLA Child and Youth Programs is not recognized or associated with any programs therefore, we cannot sign off on any forms stating unavailable childcare that are submitted for signatures.
- McNamara management cannot call another DOD childcare location and state any patrons needs for care.
- If you are wanting care at another location, you must go onto MCC.com and apply for care at that location. Once you are on that wait list you would need to phone that parent central with any questions regarding your spot on their wait list.
- Should you accept an offer for another location be sure to follow the withdrawal process noted below.

### **Flu shots**

- Once the center has a Phase 2 opening date those patrons qualifying for care will need to provide proof of their child's flu vaccine prior to care being provided.
- If your child has already received their flu shot, you can submit that documentation to Lisa Smith at [Lisa.M.Smith@dla.mil](mailto:Lisa.M.Smith@dla.mil).

### **Childcare Statements**

- If a childcare statement is needed please email Elizabeth Ramos at [Elizabeth.Ramos@dla.mil](mailto:Elizabeth.Ramos@dla.mil).

### **Phase 2 childcare items to be aware of**

- **Childcare will be offered to Single and Dual Military along with Mission Essential patrons only during DLA's phase 2.**
- All children age three and up will need to wear a face mask while in care. During meal and rest time the mask will be stored in a paper bag. We encourage all patrons with children three years and up to introduce your child to a face mask prior to entering care if you are not already doing so.
- Curb side drop off and pickup will be used. No patrons will be able to enter the building during phase 2. Before opening day all phase 2 patrons will receive instructions on curb side drop off and pickup, daily classroom pass down procedures, bottle labeling and so forth.
- All payments will need to be made via phone. We will not be accepting in person payments.
- We will not be offering tooth brushing or family style dining. Classroom team members will make the children's plate and provide it to them.

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- Classroom sizing will be maintained at no more than 8 children and 2 staff members per classroom until guidance changes. All phase 2 patrons will receive classroom information stating who are the staff and classroom your child will be in.

### **Further updates**

The centers next update will be posted on Tuesday December 15, 2020.

If you have any additional questions please email them to [Elizabeth.ramos@dla.mil](mailto:Elizabeth.ramos@dla.mil).