



**Navy Child and Youth Programs
 COVID-19 National Emergency
 CHILDCARE DECLARATION**

In the midst of the Coronavirus Disease 2019 (COVID-19) national emergency, Navy Child and Youth Programs (CYP) are implementing “Reset Stages” to ensure CYP Programs are opening operations in a safe, controllable and progressive manner while protecting the health, safety, and welfare of our families, their children, and our professionals.

For currently enrolled families, if you do require childcare at one of our CYP Programs (i.e., Child Development Center, School Age Care/Youth Center and/or Child Development Homes) because you cannot self-care for own your child/ren due to return to duty requirements, and if not previously declared, you are required to self-certify that childcare is needed. A Childcare Declaration Form, endorsed by your Command (e.g., *Senior Enlisted, DIVDIR, Executive or Commanding Officer*) that self-caring at home is not an option will be required before care can begin.

Currently enrolled families who elect to self-care at home will have their fees waived and spaces saved until such time that we return to a steady state. At this time, we will provide you a two-week notice to return to the program in order to maintain your child’s enrollment.

For families who were not previously enrolled and require childcare due to a return to duty requirement, a Childcare Declaration Form, endorsed by the Installation Commanding Officer, that self-caring at home is not an option, will also be required before care can begin. We will try to accommodate your child care requirement as long as there is space available within our capacity and staffing levels. If a space is made available, we will continue to support your childcare need for as long as we are able to and will assess your space on a weekly basis. We will provide a one (1) week notification to you when care can no longer be accommodated at our program due to our program resuming it’s steady state and our currently enrolled families start to return. We strongly encourage you to request for childcare at militarychildcare.com in order to get on our waitlist.

All families who require childcare at one of our CYP Programs shall complete the below and return to the Childcare/Youth Center front desk or Child Development Home Provider before **care can be provided**. Once received, the program will contact you. We will provide additional information on registration, health screening requirements and parent fee information when we contact you.

SPONSOR INFORMATION	
SPONSOR NAME: (Last Name, First Name)	COMMAND NAME:
ENROLLED CHILD/REN NAME/S: (Last Name, First Name)	
DATE CARE NEEDED:	DAYS REQUIRED:
I certify that I have a childcare requirement during the Navy’s childcare program operating hours. All members of my household are unable to self-care for my child(ren) during the COVID-19 national emergency:	
SPONSOR SIGNATURE:	

SPONSOR COMMAND ENDORSEMENT	
I concur with the Sponsor’s self-assessment and this childcare requirement is essential:	
COMMAND REPRESENTATIVE NAME	COMMAND REPRESENTATIVE SIGNATURE