



Dear Navy CYP Parents,

Given the evolving news with community re-opening efforts, we want to update you on Navy Child and Youth Programs (CYP) way forward at this time. Enclosed in this message are the next steps CYP will implement as we transition from closed or partially open facilities to a “modified” normal operation.

CYP Reset Stages

In conjunction with Navy leadership, CYP has developed “Reset Stages” to ensure we are opening our operations in a safe, controllable and progressive manner to maximize the health, safety and welfare of your children and our professionals. Each stage is aligned to an appropriate HPCON and CYP Contingency Level and will vary by each installation. Our program is required to follow local Command directives and HPCON guidance to meet the demand for care while protecting the health and safety of the workforce and children. More specifics about the Reset Stages are available through the CYP.

Self-Care at Home

In accordance with the Centers for Disease Control’s recommended guidance, physical distancing measures are still recommended to the extent possible. During the initial stages of CYP’s re-opening efforts, we are aiming to address expanding essential childcare requirements. If you still do not have a requirement to use Navy childcare, self-care at home is a necessity. These reduced attendance efforts will not only assist our programs with implementing physical distancing to the extent practical in our environments, it will also assist us with ensuring our staffing can support the initial demand for care. If you continue to self-care at home, all parent fees will be waived; and your childcare space will continue to be saved until such time that we return to a steady state. At this time, we will provide you with two weeks’ notice to return to the program in order to maintain your child’s enrollment.

Mission Essential Childcare Declaration Form/Priorities for Care

If you require childcare at our Child Development Center or School Age Care/Youth Center because you cannot self-care for your own child/ren due to return-to-duty requirements, and if not previously declared, you are required to self-certify that childcare is needed. A Mission Essential Childcare Declaration Form, endorsed by the Command, that self-caring at home is not an option will be required before care can begin. We are requesting this form is submitted to us as soon as possible so we can begin our planning and scheduling of staff.

In the event that we are not able to meet every Mission Essential Childcare Declaration request, Navy CYP programs are required to overlay a supplemental priority for care during this initial stage of our re-opening efforts. The priorities are as follows:

- Medical Professionals
- CYP Professionals
- Single Active Duty
- Command Directed

Once we have received your Mission Essential Childcare Declaration form and have assessed our staffing resources, we will contact you regarding your start date as of June 15. When possible, we will provide a two weeks' notice so you are able to plan, as well.

For mission essential families who were not previously enrolled, but are currently attending our CYP program, we will continue to support your need for care as long as we are able to support within our capacity and staffing levels. We will assess your space on a weekly basis and will provide a one week's notification to you when care can no longer be accommodated at our program.

Continued Health Practices

Our re-opening efforts will include the continuance of enhanced health practices. We will continue to:

- Conduct health screenings for each staff member, child, parent and visitor who enters and re-enters our facilities daily, until further notice.
- Require only staff to wear face coverings.
- Remain vigilant and proactive in our procedures and practices for maintaining safe and healthy environments for your child.

As a community, we will all follow the common-sense procedures typically required in our programs: Frequent hand washing with soap and water and/or using hand sanitizer, including as you are entering the facility and classrooms; coughing or sneezing into your elbow; keeping your hands away from your face; and keeping your children home if they are sick.

Positive COVID-19 Test

Should a suspected or positive COVID-19 test arise, our program is required to implement the appropriate CYP Contingency Level with direction from local Medical/Health Professionals and Commanding Officer. We will implement all necessary safeguards and take recommended actions as deemed necessary in order to mitigate and minimize the spread of the virus. We will notify you immediately of the required actions, including program closure.

We recognize the challenges and concerns many families are facing during this time of uncertainty. We will do our best to meet the demand for care within our capacity and staffing levels and do appreciate your understanding as we work together to reopen our programs in a safe manner.

If you have questions, please email NSA Naples CYP mwrnaples_cyp@eu.navy.mil or call Support Site Child Development Center 081-811-4989 and School Age Care 081-811-4722.