



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

16 March 2020

MEMORANDUM FOR CHILD & YOUTH PROGRAM PARENTS

FROM: 375 FSS/FSY

SUBJECT: COVID-19 Update

1. We will continue to provide child care to support currently enrolled Active Duty and DoD personnel who have been identified as mission critical, for as long as we are directed and able to do so. We appreciate your patience as we deal with this ever changing situation.
2. As you know, the Governor of Illinois directed that all schools close until the end of March 2020. This places many families in a dilemma about what to do with their children while they are at work, including our own staff. The Youth Center will operate our School Age Program for currently enrolled children whose parents are identified as mission critical, Monday through Friday from 0630-1800. Due to staffing issues, we cannot accept additional children who are not currently enrolled. We are suspending open recreation, youth sports, instructional classes, and teen/preteen operations until further notice.
3. The Child Development Centers (CDC) will continue to provide child care to currently enrolled children whose parents are identified as mission critical, Monday through Friday from 0630-1800, as long as we have the staffing required to meet mandatory staff/child ratios. We will not accept hourly reservations. If CDC and School Age Program parents are able to stay at home with their children, we will not require weekly payment to hold the child's space in the CDC. Parents need to notify us as soon as possible if they intend to keep their children at home. We will credit their account for this week, and stop Orbital payments for future weeks, until further notice. This will assist with our staffing to ensure we can remain operational for those who have to go to work.
4. Family Child Care (FCC) homes will continue to operate as identified in parent agreements. Please contact your FCC provider for information specific to each home. If you know of anyone who lives in base/privatized housing who would like to become licensed to provide care in their home, please contact the FCC office at 618-256-8047. We will work with FCC applicants as quickly as possible to get their FCC business operational.
5. We will continue to work with leadership and Public Health to ensure the health and safety of the children and families we serve. Child and Youth Programs already have numerous policies and practices in place to protect children, families and staff against the spread of illness. We have stringent policies about handwashing, sanitizing/disinfecting, inclusion/exclusion, monitoring children/staff for signs of illness, etc. We will not waive required health and safety policies that protect children, including mandatory staff/child ratios.

6. Thanks for your support of our programs and staff. Please watch the Wing Facebook page for continued updates, as the situation may change. If you have any questions, please contact your program director, or you can reach me at (618) 256-5508 or shannon.dauber@us.af.mil.

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SHANNON B. DAUBER
Chief, Child & Youth Services Flight