



**Navy Child and Youth Programs
 COVID-19 National Emergency
 MISSION ESSENTIAL 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.

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 the 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 a two-week notice to return to the program in order to maintain your child’s enrollment.

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 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.

All enrolled 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.

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 mission essential:	
COMMAND REPRESENTATIVE NAME	COMMAND REPRESENTATIVE SIGNATURE

*Authorized Command Representative = Senior Enlisted, DIVDIR, Executive or Commanding Officer for currently enrolled families.
 **Commanding Officer approval is required for all new/temporary enrolled families.*