



NAFA CHILD AND YOUTH PROGRAMS (CYP) COMMUNITY BULLETIN: CYP RE-OPENING EFFORTS

Friday, June 12, 2020 | 5:30 p.m.

Dear NAFA CYP Parents,

We hope this email finds you and your families safe and well as we all continue to circumnavigate this global pandemic. Given the evolving news with community re-opening efforts across the nation, we want to update you on the Atsugi 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 HPCON Charlie and a closed CYP Program operating under the Shelter In Place (SIP), to HPCON Bravo and a “modified” operation with limited childcare services accommodating only those Mission Essential care patrons previously approved and receiving care prior to the SIP order. Therefore, under HPCON Bravo, effective Monday 15 June 2020, those Mission Essential patrons can start receiving care at the NAFA Child Development Center from 0800-1700. Our childcare hours of operation are not changing at the moment so please plan accordingly with your commands/supervisors for childcare needs beyond these hours. The Youth Sports and Fitness Program, Teen Center, and Instructional Programs will continue to be suspended until further notice.

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 your CYP Installation Director. Please Contact Ricky Ruiz, NAFA Installation CYP Director at 080-5087-6497 for questions.

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 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 as we will not be providing care for households with non-working spouses, or a non-Mission Essential spouse. 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. All parent fees will be waived if you continue to self-care at home; your childcare space will continue to be saved until such time that we return to a steady state. We will provide you with a two (2) week notice to return to the program in order to maintain your child’s enrollment.

Mission Essential Childcare / Priorities for Care

If you require childcare at the Child Development Center (Ages 6 weeks – 5 years) or the School Age Center (Kindergarten-6th Grade) because you cannot self-care for your own child/ren due to return to duty requirements, and if not previously authorized as a Mission Essential patron, you are required to self-certify that childcare is needed. These Mission Essential personnel will need to meet in-person or via telephone with the manager on duty at the NAFA Child Development Center (BLDG 3250), or the Installation CYP Director (Ricky Ruiz: 080-5087-6497), to assess the childcare need. The request will then be routed to the Installation Commanding Officer for final determination. It is vital that this process is followed because there are automatic disqualifying factors for childcare and strict standards for Mission Essential care. The current HQ requirement is for CYP to determine that self-caring at home (even while teleworking) is not an option; this will be required before care can begin. We are requesting that if you need care, because you are deemed Mission Essential/Critical, that you make the request via the aforementioned process 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 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/Dual Active Duty (Mission Essential)
- Installation Commanding Officer Mission Essential Authorizations (case-by-case)

Once we have assessed your individual situation and have determined that you meet current care authorization guidelines, and we have assessed our staffing resources, we will contact you regarding your start date as available. When possible, we will provide a two (2) week's notice so you too are able to plan.

For Mission Essential families who were not previously enrolled, but are currently attending our CYP program as Mission Critical patrons, we will continue to support your need for care as long as your status remains the same for household priority consideration during COVID19 and Mission Essential patronage. During the COVID19 pandemic and HPCON (B), CYP will assess childcare spaces on a weekly basis and will provide a one (1) week's notification to you if care can no longer be accommodated at our program due to a higher priority patron need.

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 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 follow the common-sense procedures typically required in our programs: frequently washing your hands with soap and water and/or using hand sanitizer, including while 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 you or your child is 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 the Installation 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 closures which could result in a suspension of care immediately. If this were to happen, all fees will be prorated and refunds will be issued as necessary.

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. For any questions please contact Your NAFA Child Development Center or the Installation CYP Director at:

NAFA Child Development Center

DSN: (315) 264-3524

COMM: 0467-63-3524

Ricky Ruiz

Installation Director (N926)

NAFA Child and Youth Programs (CYP)

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