

PROGRAM CLOSED

04/09/20

City-Provided Child Care Program

The Governor's decision to close our local schools and daycares has put our city workers in the unfortunate position of having to choose between caring for their children and going to work.

We're hoping to alleviate this conflict.

The City of Lawrence is adapting to this ever-changing situation by starting a COVID-19 Child Care Program. By modifying our current State of Kansas Child Care License and implementing guidelines provided by the Lawrence-Douglas County Public Health Department, the Parks and Recreation Department is developing a child care program designed to meet the needs of our city workers.

This program will be held at the Lawrence Community Building at 115 W 11th Street, April 20th - May 15th, Monday through Friday, 7:30–5:30 p.m.

The program staff is currently developing an activity-based curriculum designed to maximize social distance and protect the health of the children, parents, and care providers. Our dedicated team will clean and disinfect daily, conduct multiple body temperature readings on children and staff, and limit the groups to 4 or 5 children. Also, all staff will wear face covers and utilize hand sanitizer and other personal protective equipment as required to comply with LDCPH best practices.

Due to the unique circumstances and curriculum, we will need to limit the program to 20 children at a time. Applications will be prioritized based on the City employee's job function and critical tasks that workers cannot complete from home. [The application form can be accessed here.](#)

These are the job function priorities in order, from highest to lowest:

1. Functions that provide for the health, welfare, and security of the City's workforce, including providing equipment, supplies, and risk reduction measures to ensure workforce safety, payroll, etc.
2. Functions that maintain civil order and provide for security and investigation to the community, provide emergency medical services and fire protection to the community, or restore, control and maintain access to vital infrastructure and utilities provided to the community
3. Functions that control and maintain non-vital infrastructure and utilities, provide support necessary to keep the workforce operational, or ensure fiscal governing and state/federal assistance is leveraged to benefit the community and workforce under program laws and guidelines
4. All other functions

TO APPLY:

NOTE: All application form submissions must be made electronically for consideration.

Please return the completed [application form](#) to the humanresources@lawrenceks.org email by 5:00 p.m., Monday, April 13th.

Employees unable to electronically submit the form can print, complete, and submit the form to their supervisors for electronic submission by 9AM Monday morning, April 15th, to ensure all submissions are received by the 5:00PM deadline.

Employees will be notified by Wednesday, April 15th, if their application is accepted. Additional health history, medical waivers, and other forms required MUST be completed and returned before April 20th.

Please email Human Resources (humanresources@lawrenceks.org) if you have any questions.

REMINDERS:

Any employee who uses a COVID-19 (C19) code related to a leave of absence **MUST email** FMLA@lawrenceks.org or call 785-813-9664. This step is imperative for tracking COVID-19 time accurately and consistently.

Additionally, please know that City updates and resources related to COVID-19 are available on the [internet](#) and [intranet](#) sites, as well as through our Employee Assistance Program (EAP) via phone (1-800-624-5544) or <https://eap.ndbh.com/> Company Code= Lawrence.

Aetna has opened a crisis response line for all members, as well as access to the Aetna Nurse Medical Line and Teledoc services. Visit [Aetna.com](https://www.aetna.com) to see all of the ways Aetna is supporting employees during this pandemic.