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Special Directive 85-1

Annual Review

To: Directorate, Field Directorate, WASO Office and Division Chiefs, and All Superintendents

From: Acting Director

Subject: Day Care Facilities

The provision of day care facilities in and near the workplace has become an increasingly widespread phenomenon in both private industry and government. Employee-operated day care centers can make an important contribution to workers and can reduce the costs of government by lowering the use of leave for child and family care, improving employee morale, and reducing anxieties over the care of children and others.

Day care in government agencies is generally limited to the furnishing of appropriate space, with the affected employees cooperating to arrange for or provide needed services, supervision, furnishings, and other requirements.

The need for a Servicewide policy on day care facilities was an outgrowth of the recent National Park Service Employee Survey and the Survey Task Force has recommended issuance of a policy on the subject, which recommendation is adopted herein.

It is the policy of the National Park Service to support and encourage the use of available space within government buildings for the development of non-profit day care facilities and services when interest is expressed by unit employees. This Special Directive provides guidance to unit managers on day care programs.

For the purposes of this Special Directive the term "day care" is defined to include pre-school and school age children, handicapped persons, and the elderly or infirm.

Employees and others living in park areas have the responsibility to inform the unit manager of their interest in developing a day care center and request space. Employees must organize, finance, and obtain the proper level of liability insurance, and provide for appropriate supervision of day care centers. Permission to establish a day care operation, if granted, will be in the form of a special use permit in which the unit manager and interested employees will acknowledge their mutual responsibilities. The operation of day care facilities must comply with all applicable Federal, State, and local laws and regulations. The failure to properly run such facilities will be grounds for ending the program.

Managers will be expected to select available space that meets appropriate building and safety codes. The space selected, however, can in no way interfere with or compromise the day-to-day functions of the National Park Service. The National Park Service will provide at no cost the use of space, utilities, access to restroom facilities, local telephone service for emergency use, and

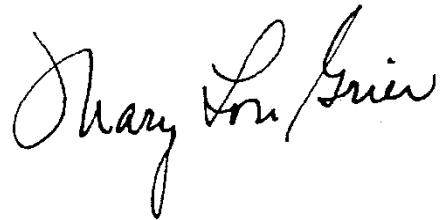
surplus furniture.

The National Park Service will not provide supervision or management of the center, kitchen facilities, food, transportation to or from the day care site, washing machines or dryers, or special furniture needs such as cribs or highchairs.

In the event that the Service is unable in a particular area to provide a proper facility, new space may not be constructed or purchased for that purpose. Where in-house programs are impractical, managers will endeavor to locate and refer employees to available outside sources.

The establishment of day care facilities may involve an obligation to negotiate if the activity has a recognized union. The unit manager should consult with Regional and Bureau labor relations specialists after receiving a proposal for such facilities.

Waivers or modifications of these policies may only be made by the Director, National Park Service.

A handwritten signature in cursive script that reads "Mary Lou Guier". The signature is written in black ink and is positioned in the lower-left quadrant of the page.