

Childcare Contingency Plan

My child care provider and/or child's school is closed, what are my options?

If you have no other child care options, your first response should be to work with your supervisor to identify if remote work and/or working an alternative schedule might be possible. If your job does not lend itself to this type of work, the following options are available to you.

Explore alternate childcare options:

Some local daycare providers do permit for drop in services based upon availability. Thus in some situations, locating an alternate provider may be an option. Visit the Wyoming Department of Family Services [website](#) to find a list of licensed providers. ***Please note this should only be considered an option if there is no known exposure to COVID-19.*** For example, if your customary provider is closed due to a confirmed COVID-19 case, you should *not* seek to enroll your child with an alternate provider. Instead you should utilize remote work and/or one of the leave options outlined below.

If your child is of elementary school age, some area providers do also provide services to children of this age. What, if any, services are provided will depend on any potential state and/or county health directives. As with younger children, services will be dependent on availability as well. This said, two larger providers who may offer care and some virtual school support are:

- [Basic Beginnings](#)
- [Laramie Educational Afterschool Facility \(L.E.A.F.\)](#)

A number of smaller centers in town do also serve elementary age children and may have space available. Consult the Wyoming Department of Family Services [website](#) for a full list of licensed providers, including details on ages they service. Some after school centers will likely not be operating as their operations either occur within Albany County School District buildings or tie their operation directly to the district's operational calendar.

Utilize Emergency Leave with Pay and/or eFMLA:

If you have no other available child care alternative and cannot work remotely due to the nature of your job, Emergency Leave with Pay can be used. For full time benefited employees this time code can be used up to 80 hours, for hourly non-benefited employees this code can be used up to the equivalent of two weeks of your normal work schedule.

In addition, the [Families First Coronavirus Response Act](#) includes the opportunity for up to 10 weeks of paid expanded family and medical leave (eFMLA) at two-thirds the employee's regular rate of pay due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. For more information and to apply for eFMLA, see the [Request for Expanded Family Medical Leave Act form](#).