



*Family Liaison Office*

# **Creating a Child Care Facility at Post**

*A CLO Clearinghouse Publication*

*Updated August 2001*

**Disclaimer:**

*This publication is intended for use by Administrative Officers, Community Liaison Office (CLO) Coordinators, and Employee Associations, as well as interested community members. Its purpose is to explain the general framework for establishing a child care center at post. It is impossible to include specific information for every post. Therefore, it is incumbent upon the Mission to research local host country laws and regulations, as well as any new regulations set forth by the U.S. Department of State.*



## *Family Liaison Office*

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The Family Liaison Office, in our support of child care initiatives both here in Washington and in Embassies and Consulates abroad, is pleased to present you with the second edition of ***Creating a Child Care Facility at Post***. Providing access to reliable and safe child care is crucial for employees and their family members who work at U.S. Missions abroad.

This edition acts as guide to setting up a child care program under the auspices of a Mission Employee Association. The guide reviews the necessary steps, from establishing the leadership at post, funding the program, finding the site, purchasing equipment, hiring staff, to developing the program and eligibility criteria.

We encourage readers to access the expertise available in the Family Liaison Office and the Office of Commissary and Recreation Affairs. As noted in the guide, there are 8 child care centers already up and running at Missions abroad. We encourage you to contact these centers for advice as you move forward. A list of publications and web resources can be found in the back of the document to further help in the creation of your child care facility.

FLO would like to acknowledge the support of Linda Armstrong, whose initial research launched this publication. Thank you to Annette Cocchiaro of the Office of Commissary and Recreation Affairs for her input and editorial comments, and finally, thank you to Marjorie Bigelow, FLO's Education and Youth Officer, who wrote much of the text and saw the project to completion.

Faye Barnes  
*Director, Family Liaison Office*

This publication was written to assist with  
***Creating a Child Care Facility at Post.***

The advice given is based on the premise that post will set up the facility under the auspices of the Employee Association, often known as the Recreation Association or Commissary Association.

If post does not have an Employee Association, one can be formed for the sole purpose of overseeing the financial and operational aspects of the child care facility.

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