March 23, 2020

Dear Child Care Providers,

Because of the current COVID-19 crisis, many of you may be experiencing lower than normal enrollment while some families may need child care, because their regular provider closed.

DECAL wants to help families looking for child care AND help providers like you who are willing and able to enroll new children.

Please go to your DECAL KOALA account and indicate if you are open and accepting newly enrolled children, or if you are closed. We will use the information in DECAL KOALA to direct parents looking for child care to programs that are open.

If you have not yet reported your *open* or *closed* status to DECAL, follow the steps below:
- Log in to your DECAL KOALA account at www.decalkoala.com
- From the Green Menu Bar, click Facility Update
- Click Operating Details
- Enter your program's COVID-19 info in the Blue area

Indicate the age groups/classrooms where you have openings and the number of new children in each age group you can accommodate. If you have any questions about this, e-mail us at decalkoala@decal.ga.gov.

Resources to help notify businesses in your area that you are open and accepting new children can be found on the DECAL website at http://www.decal.ga.gov/BFTS/Covid19.aspx.

Sincerely,

Pam Stevens

Pam Stevens
Deputy Commissioner for Child Care Services