

DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY

Action Date: 6/10/90

For Information Only

DEPARTMENTAL PERSONNEL MANUAL

DPM BULLETIN NO. 1000-1

DATE: JUL 11 1990

SUBJECT: Department of Transportation Child Care Resource and Referral Guide

Earlier this year Secretary Skinner announced the Department of Transportation's (DOT) commitment to creating a premiere Departmental child care program. As part of this initiative, we are publishing a DOT Child Care Resource and Referral Directory. This directory lists child care referral agencies in all fifty states which can assist parents in identifying and evaluating quality child care services for their children. For your information a copy of the directory is attached.

Directories are to be distributed to all current employees who are interested in child care information and made available to new employees during orientation. In the near future, an initial supply of directories will be sent to all 37 Departmental operating personnel offices for distribution. Posters announcing that the directory is available from local personnel offices will be sent to all Departmental facilities with a similar announcement appearing on employees' Earning and Leave Statements.

To order additional copies of the directory, forward written requests, including the complete title "DOT Child Care Resource and Referral Directory" and the number of copies

Filing Instructions: File after FPM Chapter 1000 Bulletins

Bulletin Expires: Upon Notification

Distribution: Personnel Council Members and Operating Personnel Offices

OPI: M-12/PPROSPERI/X66393

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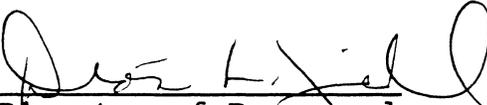
U.S. Department of Transportation
Office of the Secretary
Utilization and Storage Section (M-443.2)
400 7th Street, S.W.
Washington, D.C. 20590

When assisting employees in using this directory, we recommend that advisors:

- o Emphasize that parents need to call the Resource and Referral Agencies directly to discuss their specific child care needs.
- o Encourage parents to develop a list of questions to ask before they call. See page 6 of the directory.
- o Point out the tips on selecting a quality child care program which begin on page 60 of the directory.
- o Reinforce that DOT and the Resource and Referral Agencies listed in the directory do not endorse any particular child care service. Parents make the final decision on choosing appropriate care for their children.

If you have any questions about the directory or need further assistance, please contact the Special Programs Division on FTS 366-6393.

Attachment


Director of Personnel