



Child Development Associates

Our mission is to encourage and support the success and well-being of children, families, and the child care community.

March 13, 2020

Dear parents and providers,

Here at Child Development Associates (CDA) we are closely monitoring the 2019 novel coronavirus (COVID-19). We are following the Centers for Disease Control (CDC), the World Health Organization (WHO) and local government and city agencies to stay well informed of this evolving situation.

There is no higher priority to CDA than the health and safety of our employees, providers, parents and the children we serve. Our focus is on prevention, and we are taking additional steps to keep our office environments clean and disinfected. To protect you and our staff, have reinforced our standards for cleanliness and have increased the frequency of the cleaning and disinfecting of our offices, including our lobbies and children's play areas to once an hour. In addition, we will be practicing social distancing, which means staff will limit physical contact with clients by not shaking hands and will maximize physical distance when conducting appointments or interacting in our lobbies.

While it is our commitment to families and providers to continue normal business operations, as the situation is rapidly unfolding, we encourage you to regularly visit our website at cdasd.org to receive any updates related to COVID-19 and potential office closures, delays or disruption in services.

If you or anyone else who may be coming to our offices with you, is not feeling well, we request you reschedule your appointment to a later date. If you are suffering from any of the below symptoms please take care of yourself and protect others by staying home.

- Fever
- Body aches
- Nausea
- Fatigue
- Chills and sweats
- Symptoms of respiratory illness

If for any reason you prefer not to come into our offices please talk to your Child Care Eligibility Specialist or Provider Specialist about alternate ways to conduct business with CDA. We are able to conduct most business without you having to visit our offices in person. CDA offers two convenient drop box locations both at our Kearny Mesa and Bonita offices. In addition, documents may be sent in securely through CDA's website and parent forms may be signed using DocuSign.

Thank you for your patience and trust in CDA. We are prepared to navigate these challenging times and want you to know that your health and safety are important to us.