

**Houston Public Libraries “Not A Day Care:”
A Temporary Emergency Day Care Run for City
Employees and Responders during Hurricane Ike**

Brief Description: Houston Public Library saw the need for a temporary city employee day care for employees families during Hurricane Ike. They called it the “Not A Day Care” to avoid the notion that they were competing with existing day cares and to reduce any liability issues. Included below is the letter form the Mayor announcing the service and the enrollment form used.

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Letter from Houston Mayor Introducing the Temporary Service

From: COH - Mayor
Sent: Thursday, September 18, 2008 5:47 PM
To: COH - All Employees
Subject: Child Care for City Employees

To Employees:

The City of Houston is pleased to offer the services of the Houston Public Library's Central Library to City employees who are required to report to work but do not have alternate arrangements for their school-aged children. This temporary service, provided through a partnership of the Houston Public Library and the Houston Parks and Recreation Department, will be provided at the Central Library, 500 McKinney, 77002 (across the street from City Hall) and is open to the first 250 children on a first-come, first-served basis. If more than 250 children require this service, the Parks and Recreation Department's Fonde Recreation Center will be put into operation for an additional 100 children.

Other important information is as follows:

- Hours of operations: 8 a.m. to 5:30 p.m.
- School-aged children only (age 5 and above)
- Registration is required (please see attached from)
- Lunch, snacks and drinks will be provided
- City of Houston employee identification required

We are sorry to say that we are unable to accommodate children who are ill, taking medication or have special needs.

In order to help Houston Public Library plan for this special service, we ask that you call 832-393-1570 **by 6:30 p.m. this evening, Wednesday, September 17th**, to indicate your interest. Registration for this service will remain open until we reach capacity.

Bill White,
Mayor