

Date: _____

Time: _____

To: _____

Re: Reporting for Work

Dear _____,

I am providing you with this request concerning my ability to work as scheduled/directed and particularly given the "Emergency Order for LTC Staffing Flexibility".

I take my job seriously, especially given the current crisis, and I am ready and willing to report for work as scheduled/requested but I have child care needs.

Both the Premier and the Minister of Education have stated that there is emergency, free, child care available for front-line healthcare workers on a 24 hour 7 days a week basis. Therefore, could you please advise me as to where this child care is available for me and my family so that I can report for work as scheduled/requested.

My address is: _____

My child care needs are: Number of children: _____

Ages: _____ years old

_____ years old

_____ years old

_____ years old

Please contact me as soon as possible at _____ with the relevant information as to where the emergency child care closest to me and appropriate for my children is located so that I can make the arrangements as soon as possible and report for work as scheduled/directed thereafter.

Thank you,

Signature

Name