



*State of New Jersey*  
DEPARTMENT OF CHILDREN AND FAMILIES  
OFFICE OF LICENSING  
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*Governor*

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*Commissioner*

## IMPORTANT NOTICE

**TO:** Child Care Center Directors

**FROM:** Gary Sefchik, Chief  
Child Care and Youth Residential Licensing

**DATE:** November 2009

**SUBJECT:** Required Notification for Center Closure Due to Flu-Related Illness

The New Jersey Department of Children and Families (DCF), Office of Licensing (OOL), is assisting various federal and State entities in obtaining information regarding the number of child care centers which temporarily close as a result of flu-related illness at the center. These statistics will be utilized for the purposes of public health information.

The OOL is requiring all child care centers to notify the OOL if the center closes due to flu-related illness. Please fax this information to OOL at fax # (609) 826-3972. The notification must include the following information: 1) center name; 2) center address; 3) license ID#; 4) number of children currently enrolled at the center; 5) date of closure; and 6) a copy of the notification to parents.

Also, please fax to the same fax # the date the center re-opens.

Please check the New Jersey Department of Health and Senior Services website at <http://www.state.nj.us/health/> for the most current information regarding the H1N1 influenza virus. If you have questions regarding H1N1, please check the website as noted above, call the New Jersey H1N1 Hotline 1(866) 321-9571, or contact your local health office. If you have questions about the notification to OOL, please call 1(877) 667-9845. Thank you.

c: Joslyn Bjorseth, Assistant Chief, OOL  
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Child Care Resource and Referral Agencies