

May 5, 2020

Greetings ELC/Montessori Families,

We are looking forward to seeing you this Thursday, May 7, 2020 for our center's reopening! Teachers and staff have been hard at work preparing for the children to arrive and implemented several health and safety protocols I wanted to share with you in advance.

The new center hours, based on needs of our families as indicated on our recent Parent Survey, will be from **7:30 a.m.-4:30 p.m., Monday thru Friday**. We will follow this schedule into the foreseeable future and revisit returning to regularly scheduled hours once we have been advised by the Department of Children, Youth, & Families and Spokane County Regional Health District as the COVID-19 restrictions for operation of child care centers is modified.

As you arrive on Thursday, please plan to spend more time with us during drop off. We will be conducting daily health screens for all of our staff and children upon entry to the center to help ensure everyone's health & safety. **A detailed list of these procedures is attached to this email.**

- Please plan to bring your child to the Garco Gym (big gym attached to the infant/toddler center). Signs will be posted and staff available to help direct you where you need to go.
- Enter the main doors of the lobby, where you and your child will be asked to wash your hands in our lobby bathrooms.
- Proceed to the health screen tables where we will take your child's temperature (we have infrared thermometers to observe social distancing) and ask you our health screen questions (full list of those questions attached in this email).
- Children who have recently been exposed to COVID-19 and/or who have a temperature greater than 100.4 degrees will not be allowed to enter the center. If your child develops a temperature greater than 100.4 degrees or COVID-19 like symptoms during the day, we will be isolating your child and calling you or your designated alternative to pick up your child immediately. Your child will need to remain out a minimum of 72 hours, and be fever-free without the use of fever reducing medication prior to returning.
- Families and children who pass the health screen will be asked to proceed to tables in the gym for sign-in. Parents need to sign in/out daily on our roster boards; our staff will enter this information into ProCare for you each day.
- **Our teachers plan to meet/greet you and the children in Garco Gym, where you can say your goodbyes for the morning, they will be walking the children back to the classrooms for the day.** Our goal is to minimize the number of people entering our classrooms on a daily basis to help mitigate exposure to COVID-19, and appreciate your understanding as we institute these drop off procedures. We have an alternative plan for nursing moms that the infant team teachers will be sharing with families at drop off.

- Classroom teachers have revised their daily schedules to include more specific information about cleaning and sanitizing procedures throughout the day. These schedules will be available to you at the drop off tables.
- Our kitchen staff will be serving breakfast, lunch, and snacks to the children in their classrooms to support social distancing.
- DCYF Licensing rules currently limit classroom numbers to a total of “10”, meaning 2 adults and 8 children per classroom; therefore we have had to make some temporary changes to student placement and staffing assignments. We will continue to stay in communication with families affected by these changes.
- Our school custodial staff has revised their hours and schedules so that they are available to help keep our common areas cleaned, sanitized, and disinfected upon opening, periodically during the day. and every afternoon when the center closes.
- **Pick up:** Proceed to Garco Gym, wash your hands, proceed to the roster board table and sign your child out for the day. We will contact your child's teacher and have you wait in our designated area in the gym as we walk your child(ren) back to the gym from the classroom to meet you. Please plan to arrive at our center **no later than 4:15 p.m. to allow enough time for pick up procedures as we will be closing daily at 4:30 p.m.**

As the Governor's plan to enter into the four phases of reopening businesses and public places across the state of Washington unfolds, we will revisit these procedures and modify accordingly. Be sure to reference the attached document for more information about the guidelines for operation of child care centers during COVID-19.

Thank you in advance for your patience and understanding as we proceed. Your partnership as we implement these health & safety protocols is critical to the successful reopening of the center.