

June 8, 2020

Dear Holt Public Child Care Families,

We miss your children and families, and have been spending our days preparing for a safe and cautious return for our child care programs. We greatly appreciate the patience you have had during these unprecedented times and we are working very hard to welcome everyone back! We have set a reopening date of June 22<sup>nd</sup> with reduced operating hours of 7:30-5:30. These hours ensure we can do the cleaning necessary to keep your children safe and we are prepared to greet them every day. I have highlighted some parts of the plan below but you will be required to sign that you have read our full plan and sign an agreement.

We have worked hard to develop a COVID-19 Preparedness and Response Plan, which will follow this letter, to ensure the health and safety of your children in our care and our teachers and staff. When developing our plan, we utilized guidance from the State of Michigan's Department of Licensing and Regulatory Affairs (LARA), the Center for Disease Control (CDC), and our State Health Department. Per licensing requirements, our COVID-19 Preparedness and Response Plan was submitted to LARA on June 2<sup>nd</sup>.

At this time, we ask that each family have a back-up plan for care, as we will follow the Ingham County Health Department policy and procedures for classroom closure and quarantine, as stated in the following document. We ask that you keep your child home if they are presenting any signs of illness and to immediately report any case of COVID-19 that you come into contact with to the office.

**Pick Up and Drop Off Procedure:**

A parent will walk your child to the check in table that will be outside the front entrance way for a wellness check and temperature reading. Children will be walked from the doors to their classroom by a teacher or staff member. Please maintain 6 feet of social distancing when waiting your turn to check your child in. Parents will not be permitted to enter the building at this point in time so please talk about this with your child and remember to hug them before you go. Please plan for extra time while we implement this new procedure.

The end of the day pick-up will be similar as we make accommodations for group size. Please call your child's classroom when you are 15 minutes away from picking up. Please plan for extra time at pick up while we work to get your child ready.

**Social-Emotional Support:**

Flexibility, grace, and transparency are important as we head into this new phase. This will be a time of constant learning, like so many other aspects of life. The children coming back may have many emotions, as well as parents and guardians. We understand you may be feeling many different emotions, and many of them all at once. We anticipate feelings of relief, worry, fear, sadness, and that you will be missing your children after spending so much time with them. In the plan to follow please find several resources we have provided you to help your child transition.

We understand the vast amount of trust you put in us each and every day to care for your children, and especially during this pandemic. We want you to know that we are not just here for the children and staff in our care, but also for you. If you are feeling overwhelmed or would like clarification on our daily operations, please don't hesitate to ask, your child's teacher via email or phone.

We appreciate your patience while we continue to work through our new policies and procedures. This will be an adjustment for all of us but together we are a team! Please feel free to contact us with any concerns or questions at [hcrandal@hpsk12.net](mailto:hcrandal@hpsk12.net) or [jenn.phinney@hpsk12.net](mailto:jenn.phinney@hpsk12.net)

Sincerely,

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Jenn Phinney  
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