

Dear Children's Place at the Plaza / Children's Place at State Ed and Crystal Room Families:

We hope this letter continue to find you and your family safe and well during this unprecedented time. In following the Capital Region's reopen plan, we will remain closed through May 29. We will continue to waive all tuition charges during this extension.

We are currently working on a reopening plan that would allow us to open to all families on June 1. This plan will include recommendations and mandates from many licensing entities, including OCFS, Department of Health and the CDC. Please keep in mind this date may change as we continue to receive more information on new regulations and protocols.

We feel it is important for you to know some of the protocols that we will be implementing. Although these may change, this is what we're currently working on:

#### **At drop off**

- Drop off and pick up will be at the front doors only.
- One family at a time may enter the breezeway (the space between the two front doors). We will greet you there, and your child's temperature will be taken with you present.
- There will be also be a daily health attestation for you to sign—this will ask you questions regarding your child's and your family's health. There will be two bins, clearly marked, for dirty pens and clean pens.
- Parents will not be allowed to enter the Center.
- **If your child's temperature is below 100.4, we will escort them to their classroom and immediately wash their hands. Any child with a temperature of 100.4 or higher will be excluded from care for a minimum of 48 hours.** We understand that this could lead to a difficult and emotional drop off, we will do our best to make it as quick as possible. Feel free to call and check on your child throughout the day.
- All other families must wait outside. Please be sure you are maintaining social distance.
- Masks must be worn by any adult dropping off or picking up their child.

#### **Throughout the day**

- All staff will be required to undergo a daily health check upon arrival each day.
- Visitors will not be allowed into the Center: this includes prospective families / tours, deliveries, family members, etc

- **For our first few weeks, we are looking at reducing our hours of operation.** This will help us get a grasp on the monumental task of disinfecting. We'll have more information on this as we get closer to the reopen date.
- All teachers must wear masks all day. Please start the conversation with your child now, and let them know that they will see their teacher in a mask. You can also look at our Facebook page, where we've posted two Social Stories about masks and numerous videos showing our teachers wearing masks. **Your child will not be required to wear a mask while in our care.**
- Our meals will no longer be served family style. The classroom teachers will plate the food and each child will be served individually.
- We are asking parents to please limit the number of items from home to just sheets/blankets and bottles. Home toys are not allowed and will remain in cubbies and backpacks throughout the day.
- Spending time outside is now more important than ever. We will continue to use the playground and grassy areas. We will not be entering the concourse, NYS museum or other areas with the potential for contact with a lot of people.
- The playground equipment will be disinfected after each group of children uses it.
- OGS and teachers will disinfect the high touched areas and toys throughout the day.
- Toys that are not easily cleaned like stuffed animals, cloth toys, dress up clothes, pillows etc. will be removed from the classroom. We will not be using large sensory items either (sensory table filled with water, sand, rice, etc).
- We are looking into implementing individual use materials, such as playdough, crayons, markers, etc
- Hands will be washed frequently throughout the day, including: immediately upon drop off to the program, after any contact with bodily fluids, before and after playtime or any touching of toys, after any coughing or sneezing, before and after meal/snack times, when returning inside from any outside activity, before leaving at the end of the day.
- OCFS has recommended that we have less than 10 children in a classroom. We will do our best to implement this recommendation, however we may need to move some children into different classrooms. Transitions will be held off until further notice.
- OCFS has recommended that we do not allow groups of children to mix. We will do our best to implement this recommendation as well.

### **At pick up**

- The same procedure will be followed at drop off: one family at a time may enter the breezeway. We'll bring your child to you, and report any important information.

We understand that all this information is a lot to digest and can be overwhelming. Please, we are begging for your patience and understanding as we try to get the Center opened following the new guidelines by OCFS, DOH and CDC. This will be a big transition for all of us but please know we are doing our best to maintain the health and safety of the children, families, and staff.

Lastly, in the next day or two we will be putting out a short survey to see how we can best meet the needs of our families. We will be asking you when you will be returning to the Center and the hours you will need care. It will be important for you to complete the survey and return it to us as our opening plan will depend on your answers.

As always, please feel to contact us with any questions or concerns.

Stay well,  
Denise & Tara

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