

Dear Red Caboose Families-

Thank you for your patience and support during our pause in care due to COVID-19. It has been a challenging time, and we miss our families! The preschool will reopen for childcare on **Monday, June 15. The hours of care will be 7:30am to 5:30pm, until further notice.** Families will resume their current enrollment and billing will resume on this date, unless we hear otherwise from you (more info at the bottom).

Admin and teaching staff have been working hard to ensure the health and safety of our community as we anticipate reopening. When Red Caboose reopens, we will be following new guidelines from the Department of Children & Families (DCF) regarding social-distancing, health and cleaning.

The following are some changes that can be expected (and much more detailed information will be coming for review and acceptance by families prior to the first day of care). Recognize that in this unprecedented time, we may be making frequent adjustments to our programming. It's possible that we may even open and close several times based on unforeseen issues.

#### **Social Distancing and Group Sizes:**

- The center will serve no more than 50 children, per DCF licensing rules. Children will remain with their classroom group, and classrooms will not mingle or share space. To the extent possible, social distancing will be practiced.
- Only staff and children will be permitted in the building or on the playground, and new procedures for drop-off and pick up will be implemented.

#### **Health and Attendance:**

- Daily health screenings will be required for both children and staff, prior to entering the building each day. Entering the building will require that your family has practiced social distancing and has not been exposed to COVID-19, to the best of your knowledge.
- Strict illness policies will be enforced, and children who become ill during the day will need to be picked up within 30 minutes (while separated from their group).

#### **Cleaning, Sanitization and PPE**

- Staff will wear masks and gloves when interacting with anyone outside the center, and we will follow health guidelines for children and staff regarding masks inside the center.
- Staff will be cleaning high-touch areas multiple times per day. Classrooms will be thoroughly sanitized at the end of each day.
- Handwashing will be even more frequent.
- No outside items will be allowed at the center, except for one security item per child that needs to be washed and sanitized daily prior to entering the center.

# red caboose

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## CHILD CARE CENTER

We feel it is important to make you aware of the risk associated with group care at this time. The Centers for Disease Control and Prevention (CDC) warns that older adults and those who have or have members in their household with compromised immune systems, respiratory problems, hypertension, diabetes, heart problems, chronic kidney disease, or cancer are at greater risk for more serious complications associated with COVID-19. Your family will be asked to indicate that you accept this risk with additional forms for Camp Caboose that are forthcoming.

A reminder about Red Caboose withdrawal and billing policies from the Parent Handbook:

- SCHEDULE CHANGES AND WITHDRAWAL: A **four (4) week written notice** is required before a child changes schedule or withdraws. Schedule changes must be approved by the Lead Teacher to ensure consistent group size. If the required notice is not given, parents will be charged for the length of the required notice following the date of notification. **\*Please email Crystal Ranson, Preschool Program Director, at [ppd@redcaboosechildcare.org](mailto:ppd@redcaboosechildcare.org) to give notice of withdrawal.**
- BILLING POLICY: Red Caboose bills in advance for the month, based on the number of Fridays in the month. The bill shows any past due balance, the tuition charged for each week, payments received in the past month, and the total balance due by the end of the month. The bills are either emailed or placed in the child's locker (all June invoices will be emailed to the parents on record by Kim Owens, Billing Coordinator).

Please reach out with questions or concerns, and we look forward to seeing your families again soon!

Sincerely,

Aimee Drolet and the Red Caboose Board of Directors