Dear ELC Families,

We are so appreciative of the many families who responded to our survey; the information we gathered was important. As you can imagine, there are many additional considerations playing into our decision to re-open. Temple Emanuel has identified the values that are guiding our difficult choices during this time. While they serve as our compass, they also illustrate the tension and struggle we face in trying to make decisions that meet everyone’s needs and remain grounded in each of these values. Please click here to read the full description of these values, written by Rabbi Black.

We appreciate your patience as we processed through determining our start date. This time was spent making key changes and setting new policies and procedures given to us by State and Federal health agencies in order to ensure the safety of your child, your family and our teaching staff.

Reopen

We are pleased to inform you that our reopen date will be Monday, June 29, 2020. In the interest of providing your children as much continuity as possible and minimizing their transitions, this date will now serve as the beginning of our new school year, which will continue through May 2021. We want to provide a stable environment for your child as we move forward on this new journey. With that said, we would like to review the required procedures that are dictating how we move forward with enrollment, the most significant of which is that as of this writing, class group sizes can be no more than 10 children per room. Please click here to review these policies and procedures.

Enrollment Priority

Unfortunately, this will affect everyone who is currently confirmed for enrollment this school year. Due to these size restrictions, we will need to re-enroll families for the new school year that will begin on June 29, 2020. Until the State guidelines change, we will only be able to register approximately half of the children we originally anticipated. It is profoundly heartbreaking to imagine that we will be unable to offer a spot to every family currently enrolled. Therefore, we have identified the following
A prioritization system to help families understand how we will register children. Within each category, we will also be registering “first-come, first-served.”

- 1st priority will be currently enrolled (2019-2020 school year) ELC families who are also Temple Emanuel members
- 2nd priority will be all currently enrolled (2019-2020 school year) children who have at least one parent who is categorized as an “essential worker” including our ELC staff
- 3rd priority will be all currently enrolled (2019-2020 school year) children
- Remaining families will be enrolled on a first-come, first-served basis, with priority given to Temple members

**Enrollment Process**

**Registration will open today, Tuesday, May 26** and we will begin admitting children based on the priorities listed above starting June 1. Please submit your application through Wufoo Forms by clicking [here](#). **PLEASE NOTE:** As a part of our new enrollment priorities and processes, this will serve as our primary registration period for the 2020-2021 school year, and we cannot guarantee that there will be any open spots (regardless of priority status or temple membership) after this initial period of registration. If you are currently registered for the school year and know you want your child to attend, but are struggling with this return date, please contact Susan Wartchow or Laura Krautheim to discuss.

We will continue to register families until all spots are filled. We will email you to confirm that you have been registered no later than June 8.

**Refunds**

If you are not interested in joining us for the 2020/2021 school year but registered prior to the COVID-19 closure, we will refund your registration deposit. **Please let us know no later than May 31, 2020. After this date no registration deposits will be returned.** Again, if we are unable to offer you a spot, your registration deposit will be returned. We know this will impact as many as 100 children, as there will not be enrollment opportunities due to the new classroom ratio requirements. Please know this refund process may take 6-8 weeks, and we thank you for your patience at this time.
Summer Only

It is possible that we may have open spots for summer (June 29 to July 31). If we determine that we have open and separate classrooms available for these dates, we will communicate to you at that time and you will have an opportunity to register for these limited dates, again in accordance with previously stated priorities.

Please know sufficient enrollment is required to open each classroom.

The School Year

We are hopeful that, if you are an existing family, your child may be placed with one of their teachers from the previous school year. Although we cannot guarantee this, our goal is to keep children with a teacher they know. This type of social and emotional responsiveness is vitally important to our vision as a school.

At this point, our hours of operation will be 8am-5pm. It is likely that this time configuration will remain for the entire school year. Rise and Shine will still be available from 8-8:30am. Classes will begin at 8:30am and we request you drop your child off no later than 9am.

Class schedules will look as follows:

- 8:30-12pm (You are required to arrive 15 minutes prior to this pick-up to ensure all teachers can transition to their next duty by 12pm)
- 8:30-3pm (You are required to arrive 15 minutes prior to this pick-up to ensure all teachers can transition to their next duty by 3pm)
- 8:30-5pm (You are required to arrive 15 minutes prior to this pick-up to ensure all teachers can transition to their next duty by 5pm)

As the next five weeks pass toward reopening, you will be receiving many emails and videos around concepts like:

- Parent Handbook and COVID-19 Addendums to this document
- What drop-off, pick up and daily health screening stations will look like
- New entry points to the school with car-pool lanes and locations
- What you need to bring to school each day
- What your child’s day will look like
- Mask and hand-washing recommendations
- What physical distancing will look like in classrooms
- What to expect from communication this school year
- What happens if we need to close for a short or extended time period
- Virtual Parent Orientation
- Virtual Child, Family, and Teacher Introduction Zoom

Please make sure you are reading these daily emails to stay abreast of what is going on in your new ELC world. Know also that this is an ever-evolving world and all things are subject to change. **I will be offering a Parent Q & A style Zoom at 8pm on Tuesday, May 26 and 1pm on Friday, May 29 to answer any and all questions you may have.** If you prefer one-on-one communication, please email Susan Wartchow to **schedule a phone call**. Know there may not be definitive answers to all questions but as the answers come, we will let you know promptly.

Most important, we want to acknowledge that you may be having an array of feelings about this communication. Some of you may feel scared about making the decision to send your child(ren), others may be frustrated with the new restrictions, and many may be worried about whether you will have a spot. We share these feelings with you. Know that we are here for you, with a listening ear and will provide a compassionate heart as we navigate this new territory together as a community. Our focus is and will remain keeping your child safe. That is a commitment we will hold as our utmost priority.

I wish you well,

Susan Wartchow
Director