RE-OPENING PARENT INFORMATION LETTER AND SURVEY

Dear families:

I know it has been a long while coming! Governor Wolfe has or will, by the time you read this letter, move Montgomery County to Yellow June 5th. Under this phase, childcare centers are allowed to open without a waiver but with strict COVID safety measures because the Pandemic is NOT over and many unanswered questions still remain.

Therefore, as I assess carefully and proceed cautiously, with the best interests of the health of staff, children, and families, The Willow School will reopen with a very extensive set of procedures and policies based on the guidelines from the CDC, Department of Health and Human Services, Office of Children Development and Early Learning, and ELRC.

Consequently, The Willow School has to limit the number of children in each room to maintain the mandatory 6 feet “physical” distancing, stagger the opening of classrooms and open from 7:00am – 5:00pm in order to properly clean, sanitize and disinfect the school daily. The Plan is as follows and subject to change based on evolving health and safety guidelines:

- **Week of May 31:** Reopening Team Finalized Plan and Re-Opening Letters to Parents
- **Week of June 7:** Email Reopening Parent Letters & Forms to be returned by 6/10/2020
  - Prep each room - for "physical" distancing, post Child friendly COVID signs; order remaining PPE supplies
  - Re-clean classrooms, replace vents, prepare outdoor space
- **Week of June 14:** Train teachers/staff in new COVID safety procedures and policies (to include drop off/pick up and classroom COVID practices)
  - Receive All signed Parent forms and payments for any outstanding balances up to 3/13/2020; then confirm admittance in Green, Orange or Red status
  - Receive balance of ordered PPE and classroom supplies
- **Week of June 21:** Continued training, prep of classrooms & new COVID lesson plans
  - Continue receiving Parent signed Forms and outstanding balances paid
  - Finalize classroom lists based on Green, Orange and Red
- **Week of June 28:** Re- Opening week with Parent in Green Status Only (all forms & acknowledgements signed, parent/child emergency contact forms signed & no outstanding balances as of 3/13/2020. Staggered drop off and pick up times:
  - Monday 6/29 - Preschool A & Infants Room
  - Wednesday 7/1 - Preschool B and Toddler B
  - Thursday 7/2 - PreK & Toddler A
- **Week of July 5:** Admittance of Parents in Orange and Red Status - now to green if all forms & acknowledgements signed, parent/child emergency contact forms signed & no outstanding balances as of 3/13/2020
  - Monday 7/6 - School Age
In order for The Willow School to reopen as efficiently as possible and to maintain the safety of each student, teacher and families, we need you to answer the questions below. Then read, acknowledge and sign all accompanying forms. Finally, return this form along with the other signed forms to The Willow School by email, mail or drop off (b/w 10 am and 3pm but call first) no later than 6/12/2020.

Please call the school if you have questions and or concerns. The Director will answer calls between 10:00 am and 3:00 pm daily. Our expected date of reopening is the week of June 29 from 7:00am to 5:00 pm – opening only a few classrooms each day as per our Reopening Plan outlined above.

<table>
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<tr>
<th>Child's Name _____________________________</th>
<th>DOB ______________</th>
<th>Room Name ____________</th>
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1. Are you planning on having your child return to The Willow School?
   - [ ] Yes
   - [ ] No

2. When the program reopens and your child/children return, will the child/children maintain their current schedule through the summer?
   - [ ] Yes, at the current schedule as of March 13
   - [ ] Yes, at a decreased schedule. If so what days:
   - [ ] Yes, at an increased schedule. If so what days:
   - [ ] My child/children will return only for the summer months (July and August only).
   - [ ] My child/children will return once School District reopens in the Fall.
   - [ ] No, we will contact school to re-enroll when we are prepared to return.

3. In order to develop drop off safety procedures, please approximate your intended Drop-off time.
   - [ ] 7:00 - 7:30 AM
   - [ ] 7:30 - 8:00 AM
   - [ ] 8:00 - 8:30 AM
   - [ ] 8:30 - 9:00 AM
   - [ ] 9:00 - 9:30 AM

4. In order to develop Pick up safety procedures, please approximate your intended Pick-up time.
   - [ ] 3:00 - 3:30 PM
   - [ ] 3:30 - 4:00 PM
   - [ ] 4:00 - 4:30 PM
   - [ ] 4:30 - 5:00 PM
   - [ ] Other time earlier than 3:00pm: ____________

Your child/children’s files and paperwork **must** be updated and current before children can return. This will include a new Emergency Contact Form and a Child Health Appraisal along with the Immunization History. If your child’s Child Health Appraisal has expired, please schedule the well visit appointment and provide proof of the appointment date.

Thank you for completing this survey as we prepare for a safe and efficient return!