



Let's Get Back to Work – Family Communications

What to Expect, Welcome Back

Subject: We're excited to see you! What to expect at [program name]

Dear Families:

We couldn't be more excited to welcome you back to [program name]. We have been busy implementing new guidelines as recommended by the Centers for Disease Control and state of Indiana to ensure a safe and healthy environment for our children.

Here are a few things you can expect when you come back:

- New arrival and pick up procedures – To limit the number of people inside, we are implementing a front door arrival and pick-up policy. A member of our staff will meet you at the front door and take your child inside, and then bring your child back to you at the end of the day.
- Temperature checks and health assessments – Upon arrival each day, we'll be taking the temperatures of all staff members and children to check for a fever. We'll also conduct a short verbal health assessment to check for any symptoms of illness.
- Fever-free policy – If a child has a temperature over 100.4 degrees, they are required to stay home until they are fever free for at least 72 hours (3 days) without being given fever-reducing medications AND have had improvement in their symptoms AND at least 10 days have passed since their symptoms first appeared.
- Personal protective equipment – All [program name] staff members will wear face coverings and we recommend children ages 2 years and above wear face coverings as well. [insert whether you will provide them or families should. If families bring them and that they wash them nightly.]
- Social distancing – Children will be kept in smaller groups with the same children and teacher each day to help limit exposure. This group will stay together for meal times, outdoor play and other activities. We will keep children six feet apart when they are seated for independent learning, napping and meal times.
- Cleaning procedures – We are increasing our cleaning and disinfecting of the facility, doing a deep cleaning each evening and frequently wiping down and cleaning toys, common areas and surfaces. Toys that cannot be cleaned will no longer be used.
- Personal hygiene – We'll implement more frequent handwashing and sanitizing by both children and staff and have hand sanitizer readily accessible throughout the facility.

If you have any additional questions, please reach out to me at any time. We look forward to serving your family again soon!!

Sincerely,
[Provider director name]