

Terry Matlock Families,

With co-vid still being a part of our new normal moving forward in these uncharted times we are going to have to adjust some of our procedures. We want to assure you that the health and safety of your children is our top priority. There are precautions that we are taking to ensure the safety of you and your child. They are outlined below:

Changes are as follows:

- Staff will have well checks before shifts. Temperature taken and confirmation of being in good health. All staff will wear a mask.
 - Staff have completed 8 hours of the Michigan Health and Safety online training and are currently working on the 2 hours ongoing Health and Safety refresher training.
- Temperatures of the children will be taken at drop off.
- Parents must wear a mask when entering the building.
- Children that are 4 years of age are wearing masks in common areas. School age children are wearing their mask in their room with frequent mask breaks.
- Drop off will be at your child's door. The teachers will bring your child into their room. Pick up will be handled in the same way.
 - I know this may cause some distress for families;
 - Wanting to give direct directions to your child's teacher- at this time take a minute at home and write down your child's daily needs if different than the norm.
- Toddler rooms will not wear street shoes into their room. They may have an extra pair in their locker that we can change them into or just wear socks. When going outside naturally we will put their street shoes on.
 - Staff will also have shoes that they only wear inside in the toddler rooms.
 - Infant room already has these policies.
- At this time if your child has a fever you will be called. They will be removed from their classroom to wait for your arrival. If you take your child to a physician and get a note that your child is well and is running low grade for teething then they may return immediately.
- If a child is ill in our center you will be informed immediately.

I would like to reassure you we are continuing our efforts to keep a clean and healthy center. We routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys. This also includes cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, chairs, and playground structures.

I would like to encourage anyone who is feeling sick to stay at home. Thank you for all your cooperation during this transition time. As protocol changes you will be notified.

Feel free to contact me with any questions or concerns. mhammond@terrymatlockschool.com

Michele Hammond