

June 1, 2020

Terry Matlock School Parents,

As the State starts to open and more of Michigan's workforce are being called back we are preparing both locations. At this time our Grand Pointe location is the only one that has continued to operate during the co-vid 19 pandemic serving our essential workers.

There are precautions that we are taking to ensure the safety of you and your child. They are outlined below:

- Staff will have well checks before shifts. Temperature taken and confirmation of being in good health. Any changes during their shift and they will be sent home. All staff must wear masks.
 - 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. If your child has a fever or has symptoms, they will not be allowed to stay at school. If a child develops symptoms during the day, they will be removed from their classroom and parents will be called to pick them up. At this time parents are going to have to be sensitive to that. We are going to be more cautious.
- If your child seems healthy, staff will escort them to their room. If you as a parent have a mask and use hand sanitizer, you may walk your child to their room and hand them off to their teacher. We are trying to keep the traffic to a minimum in the child's rooms.
- Toddler rooms:
 - Children will not wear street shoes. They may have an extra pair in their locker that we can change them into or just wear socks.
 - When going outside we will change their shoes.
 - Staff will also have shoes that they only wear inside the rooms.
 - Infants already have these policies.

I would like to reassure you we are continuing our efforts to keep a clean and healthy center. We have intensified our cleaning, sanitization, and disinfection protocol. We have encouraged social distancing through increased spacing and limited mixing between groups, if feasible. At this time we are limiting the sharing of items from home, please send naptime items only. School age children are allowed to bring their electronics.

I would like to encourage anyone who is feeling sick to stay home. If a child becomes sick at the center you will be notified immediately as well as the local health department.

As to when our Holly Rd. location will re-open it depends on the number of children that return to childcare. As to how long these new practices will be in place, I am not sure. It will depend on the amount of cases in our area as well as when a vaccine will be available. At this time we are making decisions to ensure the safety of your child as well as our community.

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

Michele Hammond