

Dear Appletree Kids Families,

We are writing to let you know that we are continuing to monitor the COVID-19 situation and wanted to provide updates as we have them this morning.

Currently, childcare centers are not included in the governor's executive order to close public schools. Our goal is to stay open to provide care to your children as long as possible to allow you to be able to continue to work and to provide the children a safe, consistent, comfortable, and familiar environment.

In order to do that, certain safety precautions have to be met:

1. We will be checking the temperature of every arriving child and staff member. No children or staff with temperature will be allowed to enter the school.
  - a. Parents please arrive early to allow extra time for these temperature checks to take place, it could take up to 15 minutes depending on how many children arrive to school at the same time.
2. We will continue to check the temperature of every child and staff member every three hours.
  - a. If your child develops a temperature, you will be asked to pick up your child immediately, no exceptions. Please ensure we have correct phone numbers for the pickup person and that a pickup person is always available. If you cannot guarantee immediate pick up for your child should it become necessary, please do not bring your child to school.
3. We are instituting a temporary Closed Door Policy, which means that we will only allow enrolled children into the center.
  - a. Parents be prepared to leave your child with the team member at the door, we will bring your child to class.
  - b. This also means we are not allowing any other visitors or enrollment tours to enter the building, thus keeping it as safe and clean as we can for the children.
4. Once inside, all children and staff are to immediately wash their hands.
5. We will be encouraging "Social Distancing" with the children. Limiting their circle time and small group gathering times while providing more isolated activities and center times.
6. **In addition to the minute by minute cleaning our staff is doing throughout the day, we will also close at 3pm on Fridays – beginning this Friday, March 20<sup>th</sup> – to allow our staff to deep clean the school.**
  - a. Please have someone available to pick your child up promptly at 3pm on Friday! We will not be able to have children in the building with the strong chemicals needed to deeply disinfect the school. If you cannot have someone pick your child up by 3pm, please do not bring your child to school on Friday.
7. If your child does become sick, we will ask that you do not return to school for a minimum of 72 hours and you must have a medical clearance to ensure the safety of other children and staff.

Q. What if I want to take a week off, do I have to pay?

A. Each family has One Vacation week per year, if you would like to allow your child to stay home for a week, you may email us at [admin@appletreekidsinc.com](mailto:admin@appletreekidsinc.com) with the dates and we will credit your account the \$100 Vacation Credit for the week.

Q. What if I want my child to not attend until the threat is over?

A. You have two options, you must email [admin@appletreekidsinc.com](mailto:admin@appletreekidsinc.com) for either option:

1. You can unenroll your child, IF we have an available opening when you are ready to return, you would need to reenroll you child paying all applicable registration and enrollment fees. You would also lose any grandfathered lowered tuition plan that you could currently be on and would be paying the 2020 Spring Tuition Rates. At the current time, we are almost full and enrolling new children daily due to other locations closing, please consider that we probably will not have new openings until Fall Semester.

2. You can put your child's place on hold by paying \$75/week. This will ensure that when you are ready for your child to come back, your spot will be available and your current tuition prices will still be applicable, with no additional registration or enrollment fees being added when you return. This is the only way to ensure that you WILL be able to bring your child back at whichever date you choose to return since the payment guarantees your child's placement.

Q. What if you have to close, do I still have to pay?

A. At this time we are highly focused on the continuity of our program and keeping things moving as smoothly as possible and being able to retain our staff if we have to close, as such, we have decided that if we have to close for 1-5 days, parents will still be responsible for full payments. If we have to close for 6-10 days, parents will still be responsible for half payments. If we have to close more than two weeks, you can opt to go back to the previous two options for unenrollment.

Please know that we are doing everything in our power to provide a clean and healthy environment for your child in order to allow you to continue to work. We will continue to do this until we no longer can due to a mandated order by the Department of Health, or any other serious threat, or a staffing shortage.

*In the event of a staffing shortage, our hours may change to allow us to be open for a shorter amount of time where we can be staffed with quality, healthy, team members.*

Currently the public schools are closed until April 13<sup>th</sup>, with Spring Break following. However, realistically, we may be looking at a closure of public schools until the end of this school year. We welcome any after school age child at our center and will continue to provide full time care for those that cannot attend public school for as long as we are able to. **For the next two weeks, any afterschool child enrolling will only be charged \$100/week until children are allowed to go back to school.**

We are currently waiving the Registration Fees for any family needing immediate childcare, if you know of anyone, please refer them to us. Even though we will only be doing a “tour” over the telephone, they can see the facility on our website and through our webcams.

**At this time we need to come together as a community and help keep everyone healthy. If your child is feeling ill, please keep them home. Additionally, if anyone in the household is experiencing symptoms such as fever, cough, or shortness of breath, please stay home, consider seeing a healthcare professional, and keep your child at home.**

Please know that keeping our students healthy is always a priority. With these protocols in place, and with your help, we will do our best to prevent the spread of this virus.

Thank you for your support.

Jennifer Conner & the Appletree Kids Team