**First English Lutheran Church & Early Learning Center  
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**FELC**

**and Early Learning Center**

May 21, 2020

Dear Parents,

The Early Learning Center is planning to reopen its doors on June 1, 2020 with new policies and procedures. Our new hours until further notice will be 7:45am – 4:30pm. Starting on Monday, June 1, 2020 the following changes and policies will be in place:

* Drop off will occur between the hours of 8:00 am – 9:00 am only. Drop off at 7:45 may occur only if prior arrangements are made due to limited staffing. If you need one of those limited spots, please contact our office. Pick up will occur between the hours of 3:30pm-4:30pm only. Drop off and pick up will be in the alley. We will not permit parents in the building at this time. If you need to pick up before this time, you must call the office and we will meet you outside. Limit your drop off and pick up to immediate family if possible.
* Enrollment forms and questionnaire will be mailed and must be completed by everyone and must be returned on the first day back. If you do not bring your forms, your child will not be allowed to stay.
* Your child (every age) will need 3 outfits in a Ziploc bag labeled with name and a new pair of shoes to leave at the center to change into daily.
* Lunches must be in a brown paper bag labeled with name. All items must be disposable. No thermoses.
* Snacks must be individually prepackaged. Please bring in two boxes of snack per month. No homemade snacks.
* Diaper bags and book bags will not be permitted.
* School aged children may bring electronics after the first week.
* Upon arrival, your child will be screened for illness, temperature will be taken, hands will be washed, shirt will be put on over clothes, shoes will be changed.
* Temperatures will be taken upon arrival, middle of the day and departure.
* If your child is sent home with a fever, they may not return for 3 days fever free.
* Our ratios are as follows:
  + Infants 1-4, 2-6
  + Toddlers 1-6
  + Preschool 1-9
  + School Age 1-9
* Payments **MUST** be made on a weekly basis. We will not hold spots for children with nonpayment or lack of attendance.

You must inform us if your child or family has been exposed to a positive case of COVID-19. There is a possibility of closure if there is a positive case of COVID-19 at our center. We will follow guidelines from our local health department.

We appreciate your patience with us as we adapt to these new circumstances. Thank you for your cooperation during this time.

Angie Murphy, Director