

Attention families:

We are excited to announce we will be open our doors for All families on June 1, 2020. We know this has been a stressful time for everyone and we all would love to get back to a “normal”. The truth is there will now be a time of learning the New “Normal” for all of us. As we prepare to open our doors to all families we have new guidelines;

- 1) All children will be greeted at the front door
- 2) Parents are asked to wear a masks when dropping off/picking up their child
- 3) Parents will be required to do a written sign in sheet and a child screening form each day
- 4) Children will be allowed not required to wear masks (parents’ choice)
- 5) Children must have a fitted crib sheet and blanket for nap
- 6) No Backpacks, toys, sippy cups, or other personal items besides change of clothes & blanket/sheet allowed in the center.
- 7) Children will be required to change into “school shoes” before entering their classroom

Internally we have done the following;

- 1) extra staff to ensure proper handwashing
- 2) Sanitize frequently touched surface areas throughout the day
- 3) Sanitize toys daily
- 4) Meals will no longer be served family style to avoid spread of germs
- 5) Staff will change into scrubs and School shoes before they enter the classroom

In order to secure your spot at the Early Learning Center, you will need to do the following;

- 1) Call Calista Tate 360-2499 by May 28th.
- 2) Fill out the 2020-2021 enrolment form
- 3) Make your payment for the week of June 1st, by May 29, 2020.
- 4) We highly suggest everyone fills out an autopay form and we will run your payments as designated.
- 5) If do not to be on Autopay, you will need to call your center and make your payment over the phone

Once you have called and let us know you wish to remain enrolled as of June 1, 2020, we will activate your previous schedule and weekly charges. All Covid-19 part time schedules will cease as of June 1st. As stated in the Handbook;

All tuition fees are due by the Friday before each week or a late fee of \$5 per day will be charged. No exceptions for absences, vacations or holidays, annual staff development day. If you have any questions about billing, check with the office. Please make checks payable to Boys & Girls Clubs of Truckee Meadows. Make payments in the front office. No cash accepted.

If you do not wish to keep your spot please call and let Calista and let her know, if you do not call Calista by May 28th we will give your spot to another family.

We recognize these are uncertain times for many of you, if you have questions please contact Calista so we can work to meet each family's individual needs.