



June 5, 2020

Dear Parents,

We are so excited to share with you our plans for reopening St. Paul's Early Learning Center! I pray you are all doing well. We have missed sharing the love and joy of Jesus with your families, and are eager to be together again. We look forward to welcoming you back beginning Monday, June 8th.

As you may know, DCFS has updated and made changes to many of our operating regulations. We are working within the updated requirements, and you will notice many adjustments to our "typical" day here at St. Paul's ELC. I am including a summary of the reopening information for you. Please know that as DCFS makes additional changes to their rules, we may be able to adjust our policies and procedures as well.

Here are a few items that I wanted to highlight for you:

- **HOURS OF OPERATION:** Because of the adjustment in regulations, **our hours of operation will be 7:30 AM – 4:30 PM** (Monday – Friday). This enables us to have the required teaching staff in classrooms all day without combining classes. This will reduce the crossover of germs from one group of children to another. We will only be offering full-time spots for school-age students this summer.
- **DROP-OFF & PICK-UP:** You will receive "front door" service and be greeted by our staff at our main outdoor entrance each day. **All Drop-off and Pick-up will be curbside.** *All the details of this are included in the Reopening Information & Guidelines attachment.*
- **CHECK-IN:** As we follow the updated DCFS requirements, **daily medical screening and temperature checks are required upon arrival for parents and children.**
- **FACE MASKS:** **Masks will be required "as tolerated" for children 2 years and older.** Please send in a mask for your child until we receive the ones we have ordered. We will not force children to wear masks, but will encourage them.
- **PREVENTION:** We have been training and learning what we can do to keep everyone safe and healthy. **Our staff will be wearing face shields or masks while in the building, and cleaning and sanitizing at an even higher level.**

We will be operating at a drastically reduced capacity for the first 4 weeks of operation (June 8 – July 2; we will be closed July 3 in observation of Independence Day). After that, pending DCFS approval, we will be able to expand to 70% of our normal capacity. We will keep you informed as any adjustments are permitted.

With the increased staffing and sanitation requirements by DCFS licensing, along with mandated reduced capacity, we will be watching our budget very closely out of necessity. In order to pay our teaching staff and meet our financial obligations, we require families to pay on time. *Late payments will impact your child's spot.*

If you use a credit/debit card and can pay one lump sum rather than multiple small payments, please do so. With percentage and per-transaction fees, these separate fees can quickly add up. You can help us be good stewards and be able to do more for our students by making this adjustment.

If you have any questions about our reopening policies or procedures, or would like additional information about the updated licensing requirements, please feel free to contact me at kim@spldecat.org or by phone, 217-424-9183 or my cell 217-848-0931. We cannot wait to see you and your children again!

In Jesus' love,

Kim Newingham, Director
St. Paul's Early Learning Center

