June 9, 2020

Dear Families,

We are excited to announce that we have officially received the green light for a phased reopening beginning on Monday, June 15, 2020! In addition, we were notified that we have been designated as a summer meal site for grab and go meals and that we have been awarded the Kindergarten Jump Start Grant through the State of New Mexico!! Here is what all of this means for you:

- All Children’s Campus staff will be tested for COVID-19 Wednesday, June 10th, 2020 and will be able to return for the reopening of the center beginning June 15th, once cleared by UNM’s Employee and Occupational Health office. Additional testing will be completed as necessary and/or as outlined by NM Licensing Regulations.
- The Children’s Campus summer meal site grab and go meals will be available to all children 18 and younger beginning Monday, June 15th. Children must be present in the vehicle to receive a meal. More information will be sent out soon!
- Families that have submitted an application to participate in the Kindergarten Jump Start Program will be contacted and offered a space. If the space is accepted, a new contract for services will be sent via email and must be completed electronically and returned to us as soon as possible. Please keep in mind that the contract must be completed and returned to us from your UNM email account.
- Beginning Monday, June 15th, 2020, we will open for children currently enrolled in our preschool and school-age classrooms (Rooms 9, 10, 11, 12, Pioneer). The Kindergarten Jump Start Program will officially kick off on June 15th.
- Beginning Monday, June 22nd, 2020, we will open for children currently enrolled in our infant and toddler classrooms (Rooms 1, 2, 3, 4, 5, 6, 7, 8, Coyotebrush and Sunflower).
- Children’s classroom assignments for the summer may be different based on actual care needed as well as the final guidance in regards to group size that is expected to be provided this week. We will do our best to keep classroom groupings together in alignment with our continuity of care model, however this is not guaranteed due to the nature of our current circumstances. We are working to confirm return dates with families and will be able to provide updated information on this soon.
- Billing will resume for preschool and school age families that registered for the summer semester on June 15th, 2020. Billing will resume for infant and toddler families that registered for the summer semester beginning June 22nd, 2020. Families opting to not return on the designated dates will be billed unless the child is placed on a leave of absence or withdrawn from the program. Please keep in mind that once a child is placed on a leave of absence, we cannot guarantee that a space will be available at the time they are ready to return or that if there is a space available that it will be in the same classroom.

Along with the reopening of the facility, a number of new safety protocols will be in place. We are finalizing the reopening plan and will be sending it out to families soon. For now, here are a few of the changes that you should expect:

- **Hours of Operation:**
  - The Children’s Campus will be operating under a modified schedule through the summer semester in order to ensure that we are able to fully disinfect and sanitize the facility daily (Monday – Thursday from 7:00 am – 4:30 pm; Friday from 7:00 am – 12:30 pm). There is a possibility that this modified schedule could be extended beyond the summer.

- **Group Sizes:**
  - The official guidance around group sizes has not been approved by the Governor, however we anticipate that we will receive this information this week.
• **Drop-Off Process:**
  - All children must be dropped-off utilizing the process outlined below.
  - Entrance to the 30 minute parking lot and to the exterior courtyard for check-in will be limited. Families should plan to allow themselves extra time for drop-off in order to account for the additional safety measures.
  - The 30 minute parking lot has been temporarily fenced off and will be limited to 11 regular parking spaces and 2 handicap spaces. The remaining spaces will be designated as a no parking zone and will be blocked off to allow for social distancing between vehicles.
  - To enter the 30 minute parking lot, families will need to enter the “Q” parking lot from the north entrance closest to Indian School and proceed south, turning right into the 30 minute parking lot. If the 30 minute parking lot is at capacity, families will need to remain in their vehicle, forming a line along the east playground fence line. A member of the Children’s Campus staff will be monitoring the lot to help families enter and exit the lot safely as spaces become available.
  - **Upon entering the 30 minute parking lot, during drop-off only, families should exit the vehicle with their child and line up along the sidewalk at the designated spaces.** Each family member age 3 and older will be required to wear a face covering upon exiting their vehicle and maintain 6 feet of distance between themselves and other families at all times.
  - A check-in area will be available in the exterior courtyard.
  - A trained Children’s Campus staff member will be conducting a health and temperature screening for all children prior to the child being accepted for the day.
  - Children over the age of 3 must have one face covering that is labeled with their full name that will remain at the Children’s Campus and one face covering that is utilized as they come and go from the program.
  - Once a child is cleared to remain on-site, a Children’s Campus staff member will support the family in checking the child in for the day using the family’s designated SmartCare code. The child will then be escorted to their classroom by a designated Children’s Campus staff member that has been assigned to each core.
  - Families will not be allowed to linger once they have dropped off their child to ensure that all families are able to quickly and safely drop-off their child and to minimize the number of individuals on-site.

• **Pick-Up Process:**
  - All children must be picked-up utilizing the process outlined below.
  - Entrance to the 30 minute parking lot will be limited. Families should plan to allow themselves extra time for pick-up in order to account for the additional safety measures.
  - The 30 minute parking lot has been temporarily fenced off and will be limited to 11 regular parking spaces and 2 handicap spaces. The remaining spaces will be designated as a no parking zone and will be blocked off to allow for social distancing between vehicles.
  - To enter the 30 minute parking lot, families will need to enter the “Q” parking lot from the north entrance closest to Indian School and proceed south, turning right into the 30 minute parking lot. If the 30 minute parking lot is at capacity, families will need to remain in their vehicle, forming a line along the east playground fence line. A member of the Children’s Campus staff will be monitoring the lot to help families enter and exit the lot safely as spaces become available.
  - **Upon entering the 30 minute parking lot during pick-up only, families must remain in their vehicles.**
  - A placard with the child’s full name and classroom must be placed in the vehicle’s dashboard for Children’s Campus staff to easily see. (A blank placard will be provided to
families) A member of the Children’s Campus staff will notify the classroom that the child is being picked up.
  o The child will be escorted to the vehicle by a designated member of the Children’s Campus staff that has been assigned to each core.
  o Once the child is brought to the vehicle, the parent will need to exit the vehicle to complete the check-out process and help the child safely into the vehicle.
  o If a parent arrives outside of the traditional pick-up times, they will need to remain in their vehicle and call 505.277.3365 for assistance.
  o Parents must strictly adhere to the Children’s Campus 4:30pm closure Monday – Thursday and 12:30pm on Fridays or late pick-up fees will be assessed. Vehicles that join the pick-up line after 4:30pm Monday – Thursday or 12:30pm Friday will be subject to the standard late pick-up fees.

Please note that all children age 3 and over will need to bring 2 masks with them on their first day back – one that will remain in the classroom and one that will travel back and forth to school. I would also encourage you to build extra time into your schedule. We will work as quickly and efficiently as we can to get children checked-in and out of the program, however this may not move as quickly as normal.

These new protocols will take some time for everyone to get used to and we recognize that things are going to look and feel very different right now. Please remember that these precautions are being taken not only to remain in compliance with NM Childcare Licensing but also in an effort to do everything we can to keep everyone safe and minimize the spread of the virus. It is going to take kindness, patience and cooperation on everyone’s part as we work through the implementation of these new safety measures. Thank you for your support in these efforts.

We look forward to seeing everyone very soon!

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