

Central Office
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Sheri Wilson, JD, CCAP, NCRT, Executive Director



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Dear Lee and Henry County Parents and Guardians of Head Start and Early Head Start Children,

We continue to monitor the COVID-19 pandemic in our state and local area. This letter is to notify you that Early Head Start and a Summer Head Start pre-kindergarten program will open in Fort Madison, Mt. Pleasant, and Keokuk on Monday, June 15, 2020. This will be done with some restrictions in place to ensure the safety of your children and our staff.

The following are precautions we have in place when picking up and dropping off children for either program:

1. DROPOFF

All children will be met, at the designated entrance door, of the facility by a staff member. Childcare staff will take each child's temperature upon entering the facility. Parents/guardians and the public will not be allowed in the building until further notice.

2. CHILD AND FAMILY SICKNESS AND SYMPTOMS

Parents will be required to answer two questions daily related to child and family symptoms:

- 1) Has your child or anyone in your household had the following symptoms in the last 24 hours: Temperature of 100.4° or above, new onset or worsening cough, or shortness of breath?

** The health department recommends visiting a primary care physician to determine the source of a fever. Child must be fever free for 24 hours without aid of fever reducing medication.

- 2) Has your child been exposed to anyone who has tested positive for COVID-19?

**If the parent answers 'yes' to one or both questions, the child will be unable to participate in center-based programming that day.

3. CHILD OR STAFF WITH SYMPTOMS DURING PROGRAM DAY

If a child becomes sick during the program day, s/he will be kept in a separate room until parents arrive to pick-up the sick child.

4. PICK-UP

When picking up your child, either knock on the designated entrance or call the number at your center to let them know which child you are there to pick up. A staff member will bring your child to the designated entrance to meet you.

5. GROUP SIZES

Classes will be limited to no more than 10 children in each classroom.

6. CLEANING AND DISINFECTING

We will follow a strict cleaning and disinfecting protocol throughout all classrooms and buildings.

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7. HANDWASHING

All children and staff will wash hands using proper handwashing techniques when entering the building and regularly throughout their day. Hand sanitizer will also be provided when handwashing sinks are not available.

8. MASKS AND OTHER PROTECTIVE GEAR

Masks and gloves will be made available for staff.

9. SOCIAL DISTANCING

Classrooms will include the same group of 10 or less children and 2 childcare providers each day.

10. CONFIRMED COVID-19 CASE

If a positive case is identified within a classroom, the health department will be contacted and provide further determinations including program/classroom closure.

We will keep you updated as things change and progress. As restrictions change in our local area, we will continue to evaluate our procedures to ensure the health and safety of our children, families, and staff. We look forward to seeing you soon!

Matthew LeClere, Ed.S.
Director Head Start/Early Head Start
Community Action of Southeast Iowa