



802 S. Valerie Street | Abbeville, Louisiana 70510  
337.385.2565 | fax 337.385.2904  
1515 Jefferson Street | Lafayette, Louisiana 70501  
337.534.0683 | fax 337.534.8004  
UnitedWayofAcadiana.org/EarlyHeadStart  
@UWAEarlyHeadStart

**LIVE BETTER. LIVE UNITED.**  
*at* **UWA EARLY HEAD START**

June 5, 2020

Dear Parents and Families,

Given the COVID-19 crisis, I want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will reopen the United Way of Acadiana Early Head Start programs in Abbeville and Lafayette on Monday, June 15, 2020 to minimize any further disruption to you and your family.

Effective June 15, 2020, we will be taking extra steps to support the health and safety of your children, your family, and our staff. Please take note of the following changes to our policies and procedures:

#### **Drop-off and Pick-Up**

- We will begin curbside drop-off and pick-up, where a staff member will greet your child. Parents and other family members **will not** be allowed inside the child care facility. Prior to parents leaving the site, a trained staff member will take your child's temperature and ask you to confirm that your child has not been on fever reducing medication in the last 24 hours and does not have shortness of breath or a cough.
- Children and staff will be required to sanitize their hands immediately, upon entering the building, and hourly throughout the day. They will be escorted to the nearest handwashing sink, where their hands will be washed prior to being brought to their classroom.
- Upon arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

#### **Healthy Environment**

- We will separate children into groups of 5 or fewer including the teacher for infants and groups of 10 or fewer including the teacher for older children.
- We will not share toys and will clean between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play with on an hourly basis.

#### **Child Health**

- Staff will receive education on COVID-19 symptoms, as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of  $>100.4$  while at child care, cough or have a runny nose, will be isolated from other children until they can be picked up.

If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify you. Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption, while at the same time keeping you, your family and our staff healthy and well.

Sincerely,

Keler Mitchell  
Vice-President of Early Head Start