



34 Wing Farm Parkway, Bath ME 04530

June 30, 2020

Dear Head Start and Early Head Start Parents,

I am writing to inform you of our re-opening plans. As we all know, it is impossible to know the state of the pandemic in the months to come, but we know that, as parents and caregivers, you need to make plans. We have a three-pronged plan to present. Based upon current recommendations from the CDC, the governor, and the Office of Head Start, we will open with the following changes for **PLAN A AND PLAN B**:

1. We will open our classrooms in the fall. Calendars are attached.
2. We will have three permanent, full-time adults in each Head Start and Early Head Start classroom (2 teachers and one Teacher Assistant). We have increased our coverage due to the safety and health procedures that will be necessary.
3. All of our staff will be trained in the health and safety procedures necessary to re-open. A Daily health check will be required before entering. Parents/visitors will not be permitted to enter the building. The need for health screenings prior to entering the building may increase time for drop-off.

These three plans outline our blueprints for fall:

**PLAN A for Head Start:**

1. There will be a maximum of 12 children in each class.
2. Currently enrolled children will be placed first, and, if there are remaining slots, newly enrolled children will be placed.
3. Classes will operate for five days a week.

**PLAN B for Head Start:** This is the plan we will carry out when we have determined that it is safe for full classes to resume.

1. There will be a maximum of 17 children in each class.
2. We will have three permanent, full-time adults in each Head Start classroom (2 teachers and one Teacher Assistant) if it is necessary to maintain this coverage due to the safety and health recommendations.

## **PLAN C for Head Start and Early Head Start:**

If, upon guidance from the governor, the Office of Head Start, or the CDC, we deem it unsafe to open our classrooms or keep them open, we will provide virtual services until such time as we can go back to PLAN A or B.

Although our virtual classes will all end by July 17, the summer food program will continue! We encourage you to pick up at the designated sites and times, or speak with your Case management for delivery.

We realize that many things we value, such as hugging our children, parents coming into the classroom, parents talking with teachers at the beginning and end of the day, will not take place. This will be hard on all of us. Just remember that this is temporary and we can ensure everyone's health and safety with these measures.

There are many unknowns in this pandemic. It is hard to plan with all of these unknowns. But one thing we do know: **WE WILL NOT OPEN UNTIL WE CAN BE SURE YOUR CHILD WILL BE SAFE.** Thank you for your patience. We are here to support you, your child's first and most important teacher.

Sincerely,

A handwritten signature in cursive script that reads "Barbara Moody".

Dr. Barbara Moody  
Director of Child & Family Services  
Midcoast Maine Community Action

Attachment: School Calendars