



July 6, 2020

Dear St. Vincent Early Learning Center Parents and Guardians,

Below are reminders, FAQ information and updates that we would like to share with you:

- As previously mentioned, beginning this coming Monday, July 13, our adjusted hours of operation will be **6:30am to 4:45pm** with late fees starting at 4:46. Depending on our capacity to perform necessary deep cleaning each evening while minimizing co-mingling of children, we hope to phase-in our next closing time goal of 5pm sometime in early Fall 2020.
- We will continue to perform health screenings upon entrance to the building for all children and adults and require masks for all adults indefinitely.
- Siblings who do not attend SVELC will continue to not be permitted to enter the building.
- If your child stays home due to illness or is sent home with signs of illness, they must be excluded from the program for a minimum of 48 hours and until symptoms of illness subside without medication. We ask that any allergies be documented with a doctor's note or allergy care plan signed by a doctor for our records.
- Please inform us immediately if you or a family member are undergoing testing for COVID-19 and the results of the testing so that we contact the health department regarding next steps pending the results.
- If you have traveled or will travel to any high-risk areas or have been in contact with someone known or suspected to have COVID-19, we ask that you and your child(ren) do not attend our program for two weeks or produce a recent negative COVID test, no older than 72 hours, along with a doctor's note stating it is safe to return to our care.
- While SVELC remains open, families of enrolled children will be expected to pay weekly tuition as noted in the scenarios above, either out of pocket or through the voucher system.
- If SVELC would close for a reason such as COVID-19, families of enrolled children will still be expected to pay weekly tuition for any closures. Please refer to the table below for various center status and enrollment scenarios.

*We are very thankful for your understanding and support during the COVID-19 pandemic as we strive to provide an engaging, educational, and safe learning environment for our children, staff, and families. Our daily goal is to strive to remain open. Our ongoing cooperation as a learning community, founded on the values of St. Vincent and the Daughters of Charity, will support these efforts. Please direct any questions or feedback to me at [vbostick@stvincentelc.org](mailto:vbostick@stvincentelc.org)*

Warm regards,

Valerie Bostick  
SVELC Executive Director

Center Status	Enrollment Status	Attendance	Payment Option
SVELC Open	Enrolled	Child Attending	Private Pay: Pay due weekly Tuition rate CCDF/OMWPK: Complete swipes for attendance
SVELC Open	Enrolled	Child Not Attending	Private Pay: Pay due weekly Tuition rate CCDF/OMWPK: Submit necessary personal days for full week
SVELC Open	Enrolled	Child Not Attending	Private Pay: Use 1 week of <u>available</u> Vacation, Pay half due weekly Tuition rate CCDF/OMWPK: Submit necessary personal days for full week
SVELC Open	Enrolled	Child Not Attending	Private Pay: Use 2 weeks of <u>available</u> Vacation, Pay no Tuition rate CCDF/OMWPK: Submit necessary personal days for full week
SVELC Open	Withdrawn	Child Not Attending	Private Pay: Pay no tuition rate, reapply to wait list, spot not saved/guaranteed CCDF/OMWPK: Reapply to wait list, spot not saved/guaranteed
SVELC Closed	Enrolled	Child Not Attending	Private Pay: Pay due weekly Tuition rate CCDF/OMWPK: Submit necessary personal days for full week
SVELC Closed	Enrolled	Child Not Attending	Private Pay: Use 1 week of <u>available</u> Vacation, Pay half due weekly Tuition rate CCDF/OMWPK: Submit necessary personal days for full week
SVELC Closed	Enrolled	Child Not Attending	Private Pay: Use 2 weeks of <u>available</u> Vacation, Pay no Tuition rate CCDF/OMWPK: Submit necessary personal days for full week

