



BOARD OF DIRECTORS

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Carmen Drake, Interim

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HELPING PEOPLE. CHANGING LIVES.

July 26, 2020

Dear Head Start and Families:

As we approach the beginning of the 2020-2021 school year, I wanted to take this opportunity first, to introduce myself as AJFC's Interim Chief Executive Officer. Many of you know me through my work as a youth advocate in Adams County Youth Court, as a practicing attorney, and as your County Prosecutor. This past February, the AJFC Board of Directors saw an opportunity to enhance and improve our services and selected me to lead the way.

I am very honored to be a part of an organization that does such good work. Most of all, I am excited to unveil all of the changes that have been made to our Head Start program as we approach the September 8th opening date. As you know, COVID-19 will require that this school year "look" differently and will require stringent protocols to ensure the safety of staff and students. Below, you will find a list of safety measures that have been put in place for the 2020 school year:

- ☑ All staff and students must wear masks;
- ☑ Strict social distance rules for the classroom and on the playground;
- ☑ All staff and students will undergo daily temperature and symptom checks;
- ☑ Bus Monitors will perform temperature checks before students get on the bus and temperatures will be checked during the morning drop off at the car prior to students entering the centers;
- ☑ Students will have assigned seats on the buses;
- ☑ A subsequent temperature check may be performed should teachers suspect that a student's fever has been masked by medication;
- ☑ If a staff member exhibits symptoms during the course of the day, they will be removed from the center immediately;
- ☑ If a child exhibits symptoms during the course of the day, the child will be immediately removed from the classroom and the parent will be directed to pick up the child;
- ☑ Reduced class size – only 8 students and 2 teachers per classroom;
- ☑ No shared toys in the classroom;
- ☑ No interaction between students from different classes;
- ☑ Cleaning protocols that require frequent wipe down of all surfaces throughout the day will be implemented; and,
- ☑ All centers will undergo daily cleaning and a deep cleaning regimen each week.

Mission: To promote self-sufficiency for individuals and families of low income communities through comprehensive services in collaboration with other supporting organizations.

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Proposed School Opening Plans

The following plans have been developed for the AJFC Head Start/Early Head Start 2020-2021 school year. We understand that the conditions in our communities may change during the school year and in a short period of time. Therefore, parents will be notified when these plans change.

PLAN A	All students will receive in-person instruction on scheduled days. Group A will attend on Monday and Wednesday and Group B will attend on Tuesday and Thursday. On Friday, all students will join their teachers for our weekly virtual field trips.
PLAN B	All four (4) year old and IEP students will attend school Monday – Friday. Three (3) year old students will receive daily virtual instruction. Parents/Guardians must provide the device and internet service.
PLAN C	All students will receive one-on-one, interactive instruction from the safety of their own homes. Parents/Guardians must provide the device and internet service.

Parents are strongly encouraged to bring their children to school and avoid riding the school buses in order to maintain social distancing. Family style and home delivered snacks and meals will be provided daily.

In closing, we ask that each of you do your part to help us all get back together again by practicing proper hand washing and social distancing, wearing a mask, and avoiding large crowds. Even in these times, we remain thankful and hopeful. On behalf of the AJFC Policy Council, Board of Directors and staff, we welcome you back!

Thank you,



Carmen Brooks Drake

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