



March 11, 2020

Dear ACP Families,

ACP is committed to and invested in child and staff safety as our top priority. ACP will be proactive and will continue to be proactive in its learning about, preparedness for, and response to the Coronavirus. New Information continues to come through related to COVID-19, which will be shared with ACP families as new information becomes available.

If our centers become aware of staff or child/family probable cases of COVID-19, we will notify staff and parents/guardians through HiMama and via email and advise about any plans that could potentially interrupt care. Of course, parents can stop in the office or call to discuss any concerns as well.

At this time, the Illinois Department of Public Health has not recommended that we close our businesses or alter care schedules in any way. We are monitoring information from local, state and federal officials about the COVID-19 virus. We are following advice from the Illinois Department of Public Health, the Lake County Department of Health, and the Illinois State Board of Education with respect to preparations and possible responses.

For now, the most important thing you can do to protect yourself and your children is to follow the standard preventive practices. There are a number of steps that children, staff and community members can take to minimize the spread of all respiratory illnesses, including COVID-19, according to the Illinois Department of Public Health:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Consult with your healthcare provider about getting an influenza vaccination if you haven't already done so.

WHAT PARENTS CAN DO:

- At pick up time, please head straight to the hallway bathrooms and wash hands before entering classrooms and before signing your child out. Handwashing soap and paper towels will be provided. No exceptions.
- Wash your child's hands upon drop off. Handwashing soap and paper towels will be provided. No Exceptions
- Report any signs of illness to the Director if you have been in contact with somebody else who has been diagnosed or ill.
- Stay at home if you or your child have symptoms of being ill (this includes cough, runny nose, stomach ailments, etc.).
- Keep yourself informed and keep ACP informed as well.
- Respect guidance policies and procedures from ACP, your local, state and federal governments.



WHAT ACP WILL DO:

- Continuous sanitizing and disinfecting of our classrooms, equipment, supplies, doorknobs, light switches, door entry system, phones, tables, desks, kitchen area, bathrooms, floors, sinks, etc.
- Provide Lysol, soap and hand sanitizer for staff, child, and parents as available.
- Keep parents informed through HiMama and email of any further developments or new information.
- Will not panic and cause more fear surrounding the current health situation.
- Follow all DCFS and IL Dept of Health guidelines and safety rules for licensed centers.

The health and well-being of our children, students, staff, and guests who enter our building, are important to us. In our centers, we are implementing some important preventative health measures, including increasing the frequency and intensity of our daily cleaning routines. Disinfectants are being utilized regularly within our centers, including busses.

At this time, the Illinois Department of Public Health is not recommending use of masks or gloves, cancelling mass gatherings or closing businesses. However, these recommendations could change at any time based on new developments. We will do our very best to keep you all informed in a timely manner. Please be well and please keep yourself informed.

For additional information regarding COVID-19, please contact **for Lake County:**

Illinois COVID-19 Hotline at 1-800-889-3931 or visit dph.sick@illinois.gov

For additional information regarding COVID-19, please contact **for McHenry County:**

<https://www.lakecountyil.gov/4377/Coronavirus-Disease-2019-COVID-19>

Lake County Health Department Communicable Disease Program Main line:
(847) 377-8130
(9 a.m.-5 p.m.)

The McHenry County Department of Health recommends the following website for updates: www.mcdh.info. You are encouraged to call 1-800-889-3931 or email DPH.SICK@ILLINOIS.GOV with any general questions you may have regarding COVID-19.

Additional resources can be found at DPH.ILLINOIS.GOV or www.cdc.gov/coronavirus

Thank you and God Bless,

Francine Zodda
A Child's Place Early Learning Centers



March 16th, 2020

Hello ACP Families,

In the wake of this worldwide situation at hand, I would like to send an update to families about the efforts my management team, staff, and myself have taken to reduce risk and continue the operations of our Centers. We are aware that families need care and cannot afford to take off of work.

In addition to seeking guidance and consultation various entities, rigorous research, conversations with our ACP nurse, and with the Big Hollow School District, I had scheduled a mandatory staff meeting on Sunday, March 15th. At this meeting, I had addressed my staff with a COVID-19 Preparedness Plan Handout that outlined the purpose, plan, and method of implementation of awareness & prevention consisting of many important topics such as how germs spread, preventing the spread of germs, identifying 'high risk', avoid possible exposure, reporting responsibilities, intensifying cleaning and disinfecting efforts, communication techniques, and partnering. We also discussed risk mitigation, quarantine, and provided additional resources. The meeting ended with hand written questions, in which I had already answered as many staff had some good questions. In the next day or so a parent resource campaign will be posted in the hallways for families.

Late last week, I have also instituted a strict hand washing policy for any parent or guest upon entrance of our buildings and had several management conference meeting calls. I will be conducting 2 management phone conference meetings per day until further notice. Things have been moving very fast and I have been on top of every detail, helped answer every question, and have worked feverishly the past few days now. It has been very busy for me and my management team. My goal is to be ahead of the curve with prevention and with having precautionary measures in place.

Due to school district closings, at some point should a family need care, that are not enrolled, but are ACP clients, a reduced rate for those families will be offered as I understand the need to go to work. I want to help in any way I can and do my part for those in need. So far, there have not been any families who have expressed the need to exercise this option, but just in case, feel free to let us know. *Please note, care will only be offered to current enrolled clients as we will not be opening care up to families not enrolled with the goal of limiting and reducing exposure.* If you happen to need care, please notify your Center Director and she can help you with enrollment registration paperwork. We realize that this will be temporary so a registration fee and security deposit will not be required.

To continue reducing risk and exposure ACP will adhere to the following:



1. ACP Activity Precautions:

ACP will eliminate family style, water play, slime activities, and play dough or clay activities until further notice.

and

2. Alternate Person Pick Up Policy:

We will be asking parents to do the best you can to pick up your child instead of an elderly designated family member. We realize that this might be a slight disruption, but if you have to send an elderly designated family member, please call the center and we will bring your child to the front door entrance. We want to eliminate risk and exposure to the elderly as much as possible. Please call the center ahead of time and make arrangements. We will do our best to get your child ready and greet your designated person at the door. Please have ID ready and available. Please understand that our directors have become very busy with intense cleaning and disinfection procedures and there might be some wait time.

3. Added Handwashing & Hygiene Precautions

ACP staff have been instructed to be extra, extra sensitive to observe children who happen to be touching their noses, sneeze, or cough. This added extra layer, might cause an interruption in learning, but we feel this added effort will mean reducing the spread of germs. Please note with all the extra hand washing efforts your child's hand will become dry and chapped. Please bring in hand lotion and we will apply. Please apply hand lotion as well while at home. We do not like to see our little ones hand red and chapped.

4. Cancellation of upcoming events:

- a. **St. Patrick's Day:** Classroom parties will continue; however, we are asking parents, guests and grandparents to not visit. Please look out for sign up sheets on your child's classroom doors.
- b. **Easter Bunny Visits:** April 7th, 8th, and 9th will be cancelled at each location.
- c. **Enrichment Programs:** All ACP enrichment programs at each location are cancelled until further notice.
- d. **Therapy Services:** Therapy services will continue as these services are important to the development of your child. All handwashing procedures and preventative guidelines will be in place for therapists who are scheduled to come in to visit for services.
- e. **School Age Field Trip Field Trips:** All field trips have been cancelled due to school bus closures and public facilities being closed. School age children who need care will default to preschool rates on the Center Rate Schedule, instead of Camp rates.

5. Payment Policies:

During this time, ACP will adhere to our ACP Family Handbook to handle payment policies. This guideline is set forth by the State of IL, DHS, and DCFS. Therefore, the following will be the policy going forward through Monday, March 30th, 2020.



- will
- a. Families who choose not to bring in their child be eligible for a 'suspension of care' form which allows for 50% of your weekly fee for at least 4 weeks. However, under the circumstances, ACP will allow families to exercise this option for a minimum of 1 week, instead of a minimum of 4 weeks. A Suspension of Care Form must be completed and returned back to your Director so that your billing card is adjusted. If this form is not received, then we cannot adjust your billing card. For this option to occur, families must NOT be in care for this 50% option rate to be applied. Should your child come to care, then full rates are applied as per Center Rates Form.
 - b. School age children (enrolled) who need full day care due to local school district closures will default to the preschool rates found on the Center Rates Form.
 - c. All families who continue to need care will be billed accordingly as per our Center Rates Form.
 - d. All other ACP Family Handbook Policies and Procedures are in effect.

4. Cleaning Services: I have scheduled a cleaning company to provide a special cleaning targeted to treat viruses, germs, and bacteria on the evening of Wednesday, March 18th, 2020 for both McHenry and Volo. Antioch will be scheduled for Thursday evening, March 19th. Extra added protection of cleaning goes a long way.

I want to especially thank my management team for stepping up, delivering accurate information, providing extra communication, and the extra time spent talking to staff and parents. We are all working together as a team and our fundamental priority is everybody's safety and health.

We are all doing what we can to ease the stress and anxiety of the current status of our nation. We will get through this soon, at some point, hopefully sooner than later, with the anticipation of being stronger than ever. I am sending prayers to all families and staff during this critical moment in time. I will keep families informed and send updates of any new developments or relevant news. I am taking this hour by hour, day by day.

I want to thank you all for your patience and understanding in this matter as we try to navigate through this unfortunate set of circumstances at hand. I will continue to keep families updated as soon as more information becomes available.

Take care, be well, and God Bless.

Thank you,

Francine Zodda
A Child's Place Early Learning Centers



March 27th, 2020

Dear ACP Families,

As we continue on the course of the COVID-19 crisis, we are all doing our part to stay safe and reduce risk by following the shelter in place guidance and social distancing plans set forth by the State of Illinois. I truly hope that by following this order, a reduction in the spread will be evident soon. My heart goes out to those families who have contracted or worse, lost their lives, to the virus. I cannot imagine what those families are enduring during this difficult time. I know this is a very real and scary time and I wish I had the magic wand to make all of this go away. Innocent men, women, and children are being caught up in this virus war. I send all my prayers and all my love to all.

As you know, ACP Early Learning Centers are closed and will need to remain closed until the state allows businesses to reopen. During this time, my management team are in full correspondence with staff and families and still have access to emails. Center phone calls are not being answered because staff are in the office on a limited basis. I am in the process of updating our website for further communication efforts. This should be done this week sometime. The reason for the delay is because I have been consumed with consulting and mitigating a solid financial plan to keep staff paychecks going throughout this closure. I am also available via cell and email.

I am hoping that this week, funding applications will become available and hopefully in the next couple of weeks, have these loans funded for staff payroll checks. My main concern and priority, aside from the health and safety of ACP Families and ACP staff, is to make sure that their payroll checks are secured. This hasn't been an easy process, but I am heeding the course with an obstinate level of determination, persistence, and energy.

My ultimate goal is to resume operations sometime in April, fingers crossed, as long as it is safe to reopen. We intend on being fully operational and prepared to open. We intend on continuing summer camp, as more camp information will be released soon. We have refined and finalized our Summer Camp Adventure calendar as we kept higher quality in mind and welcomed parent suggestions. This year, we planned our camp and brought more value by selecting more suitable parks with onsite sports activities, made our camp more fitting by working with the McHenry and Antioch park districts, planned more desirable activities geared toward education, while keeping weekly tuition fees in mind. We always strive for improving year after year. I just know our camp will be sensational. More details to follow.

Please know that my team and I are working hard and keeping our families in mind through this situation. We are all here to support, love, and take care of one another. I know this is difficult, but we will get through this and we will be stronger and more united than ever. Please take care of yourselves, your loved ones, your neighbors, and even strangers who could use a helping hand. I will provide another update soon. Miss you all....Thank you.

Thank you and God Bless,

Francine Zodda
A Child's Place Early Learning Centers



**ACP Infants – School Age E-Distance Learning
Begins
Monday, April 6th, 2020**

March 31, 2020

Dear ACP Families,

We hope you are all doing well despite the circumstances. We are all eager to get through this difficult time sooner than later. As you know, earlier today, our Illinois Governor addressed the state extending the stay at home order until at least April 30th. In an effort to eliminate wasted valuable learning time, ACP teaching staff and Directors will be developing our very own ACP Infants thru School age E-Distance Learning Program. We understand how important it is to keep your child's development consistent while we are closed. All ages, infants thru school age, will be able to participate as ACP teaching staff will be preparing and implementing their lesson plans to begin **Monday, April 6^d, 2020**.

On Monday, please expect to receive creative, fun, and engaging learning videos to connect both your family and their teachers. All planned activities will be crafted with fun and creativity in mind. It will also meet and exceed Creative Curriculum learning objectives, will be age appropriate, and will be specific to core content areas. We are excited about rolling this out and feel this will benefit your child's ever changing cognitive, social, and emotional needs. The teachers will be working remotely using Hi Mama and email. They also will be verbally connecting with your family once per week to discuss relevant developmental topics, discuss learning objective, or address any other areas of concern. We know that this new program will bring some excitement and enthusiasm to your child's day.

Become PEN PALS.... We are also asking families to further participate by drawing pictures, taking pictures, and sending letters via mail to your child's ACP location. We would love to have our little friends be pen pals with your child's favorite teachers.

Please be a Pen Pal and send your photos, drawings, and letters to:

ACP of McHenry
1159 Adams drive
McHenry IL 60051

ACP of Volo
26705 Commerce Dr Unit 1
Volo IL 60073

ACP of Antioch
1410 Deep Lake Rd
Antioch IL 60002

Please feel free to contact your ACP school's Director with any further suggestions as to how to further improve and build on this program. As you know, this is very new and would like to give you the best possible learning experience.

We are diligently working to prepare for business operations once we can re-open. Summer camp information will be coming out soon as well. We are looking forward to seeing you all soon. As always, I am a phone call or email away.

Thank you and God Bless,

Francine Zodda
A Child's Place Early Learning Centers