

## Trinity Learning Center's COVID-19 Response as of June 1, 2020

Now that transmission of COVID has decreased and businesses are reopening, we want to inform our current and future parents of the steps we will continue to take to minimize the spread of disease. We will continue with handwashing, cleaning, and sanitizing as a normal part of our daily routine. We will also continue to screen child for fevers at drop off, and parents will continue to drop off and pick up children in the office.

As of June 1, 2020, we will return to our normal class sizes, and combining schedule. We combine in the morning until 8:00 when all our staff are in place. Our next time of combining takes place from 4:30-5:30 in the afternoon. Children immediately wash their hands and faces upon entering a classroom. Before children are combined into other classes, their hands and faces will be washed as well. To the best of our ability the children will be combined the same way each day. Below you will find a list of classes with when and where they combine and their normal class sizes.

### Tiny Timbers

CLASS SIZE: 4

Children arriving before 7 will be dropped off in Tiny Timbers Too. From 6:30-7:00 Tiny Timbers will have infants and 1's. From 7 until 5:30pm no combining will normally take place. At 5:30 1 yr. old from Butterfly Garden or Sunset Reef may be brought in.

### Tiny Timbers Too

CLASS SIZE: 4

From 6:30-7 infants from Tiny Timbers and 1's from Butterfly Garden and Sunset will drop off in Tiny Timbers Too. From 7-5:30pm no combining will normally take place. At 5:30 1-year old from Butterfly Garden or Sunset Reef may be brought in.

### Butterfly Garden

CLASS SIZE: 6

From 6:30-7 children will drop off in Tiny Timbers Too with infants and Sunset Reef 1-year olds. From 7-5:30pm no combining will normally take place. At 5:30 Sunset Reef's 1's will come in. If more than 6 children remain at this time, the number of children over 6 will be moved to either Tiny Timbers or Tiny Timbers Too.

### Jungle Oasis

CLASS SIZE: 11

From 6:30-7:30 children will be dropped off in Launch Pad. From 7:30-4:30 no combining will normally take place. At 4:30 children still in Jungle Oasis will be brought to Discovery Island. At 5:30 children remaining in Discovery Island will be brought to Launch Pad.

### Discovery Island

CLASS SIZE: 9 (SMALLER THAN RATIO)

From 6:30-8:00 children will drop off in Launch Pad. From 8:00 to 4:30 no combining will normally take place. At 4:30 children from Jungle Oasis will be brought in. If there are more than 9 children in the room after this, the number of children over 9 will be combined into Launch Pad. At 5:30 children that are still in Discovery Island will be moved to Launch Pad.

Launch Pad

CLASS SIZE: 13 (SMALLER THAN RATIO)

From 6:30-7:00 children from Jungle Oasis, Discovery Island, and Sky Port will be dropped off in Launch Pad. From 7-7:30 children from Jungle Oasis and Discovery Island will continue to drop in. From 7:30-8:00 children from Discovery Island will continue to drop in. From 8:00-4:30 no combining will normally be done. At 4:30 and again at 5:30 children from Discovery Island may be combined in.

Sky Port

CLASS SIZE: 15 (SMALLER THAN RATIO)

From 6:30-7 children will drop off in Launch Pad with children from Launch Pad, Jungle Oasis, and Discovery Island. From 7-4:30 no combining will normally take place. At 4:30 and 5:30 children from Launch Pad may be brought in.

To staff the Center for the 11.5 hours we are open each day, staff schedules need to be staggered. Staff schedules are set, in part, on the times children are dropped off and picked up. Without staggered staff schedules and the ability to combine classroom more than a half week of payroll hours would be added to each payroll. These increased costs would increase our tuition since tuition is our primary source of income.

Our focus has always been, and will continue to be, meeting the needs of families and providing a safe and loving environment for the children in our care. The measures we have stated above will continue to carry out that focus.

Thank you,

Trinity Learning Center Administration

I have read and understood the policies and procedures that will be in place on June 1, 2020 to help prevent the spread of disease.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child(ren)'s name(s)