**Sample Statement of Risk to Parents & Families: Health protocols and agreement**

This document should serve as a template. Your local, county, state and federal guidance should be followed when tailoring this document for use at your agency. Please consult with your legal counsel.

[Date]

Dear Parents and Families,

As our centers re-open, our goal is to make our classrooms as safe and healthy as possible. Your children are our priority and we are taking every precaution to promote the health and safety of the children, families and staff in our care. ***However*, *we cannot guarantee that there is no possibility of a COVID-19 incident*** as a result of circumstances beyond our control. We encourage you to speak with your family doctor or health care advisor for advice if you have concerns. *By choosing to have your child(ren) attend, you acknowledge that you understand the risk, have been informed about our new procedures (below), and agree to abide by them.*

To minimize that risk to all children, parents and staff, we have adopted guidelines from the Centers for Disease Control and Prevention (CDC), guidance from the State of California, as well as the Office of Head Start. **The following precautions are being implemented, effective immediately:**

* We will be conducting an enhanced daily health screening as well as taking the temperature of every child ***with a no contact/touch thermometer*** before admitting children into our program. (Children’s temperature will also be taken at nap time).
* All parents that drop off/pick up will be required to wear a mask.
* Arrival and departure times will be staggered (keeping 6 feet distance).
* Parents will only be allowed to drop off and pick up children at the entrance to the classroom. Only one parent will be allowed for pick up/drop off. We suggest to all parents/guardians that a person who is designated to be a ‘vulnerable’ person should not bring the child to school or pick the child up; and suggest that the same adult designated to drop the child off should also pick the child up.
* If any child is excluded from school with COVID-like symptoms, a notification will be sent to all families in the classroom.
* We are frequently sanitizing toys, surfaces, door handles, etc.
* We have removed plush toys and other toys that cannot be frequently disinfected.
* We are providing each child with a mask, these will be encouraged but not required.
* We are teaching children physical distancing and proper handwashing.
  + Children are strongly encouraged to keep physical distance.
  + Students are learning ways to greet each other without touching.
  + Children are continuously washing their hands, following CDC guidelines on proper handwashing.
* We temporarily will not be able to have volunteers/visitors in the classrooms.
* As we receive more information from the Department of Public Health and other entities, we will implement those recommendations and guidelines.

**Attendance:**   
You and your child(ren) [must] *not* *attend* school if:

* either of you are experiencing a cough, shortness of breath, sore throat, chills, muscle pain, new loss of taste or smell, headache, or a fever.
* in the previous 14 days you have had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness.
* in the previous 14 days, you have traveled internationally to countries with widespread, sustained community transmission.

We encourage you to connect with your Family Services Specialist & or Site Supervisor to inform them your child(ren)’s attendance. If any of the symptoms listed above are the reason for the absence, this will *not* affect your enrollment. Please connect with staff regarding your child(ren)’s attendance.

The most current information regarding site/classroom openings or closures can be obtained by [staff contact information]. For more information about class schedules and programs please see [name resource]. If you have any questions or concerns, please do not hesitate to share them with [staff contact information].

Thank you for your understanding cooperation with these new guidelines and procedures. We hope you and your loved ones stay healthy and safe!

Thank you,

[Your Name]

[Your Title]

[Your Agency]