

Sunday, March 29, 2020

Dear Parents,

Thank you all for your communication and quick response to my request to take the survey. Your continued support, understanding and kind words during this crisis are really helpful for all of us. We hope you are all staying healthy and safe at home.

Kids Klub to Open 4/1/20 for Essential Workers in our Community:

We will be opening on a limited basis on April 1st for families that work in "Essential" sectors of our community under the orders of the Governor of California and the County of Los Angeles Health Department. At the moment, we have approximately 45 children that will need care. With these low numbers, we will open **ONLY** the **PASADENA** location at this time.

Families from **ALL CENTERS** will come to Pasadena to drop-off. We are sorry for any inconvenience this may cause some families. We will open from 7:00am to 6:00pm -- if you need care outside of these hours please contact us directly and we will see if we can make a special arrangement. Please drop off if at all possible by 9am at the latest. We will be contacting those families starting April 1st directly with more information on Monday 3/30.

Strict New Procedures from Pasadena & LA County Department of Health:

We will be following strict new procedures and protocols to keep the children and families as safe as possible during this crisis. These are attached, but the main concept in them is: 1) to stay isolated in small groups of children and caregivers without crossover to other groups, 2) strict and frequent sanitization and hand washing, and 3) limiting exposure of the center to outside sources of contamination. We have done extensive cleaning and refreshing of the center from the floor to the ceiling both inside and out.

April Tuition Credits:

For all families that do not start on 4/1, we will process credits in full on your account for any days/weeks in April that you do not attend Kids Klub. You do **NOT** need to contact us, we will use the attendance sheets for each day we are open and credit anyone still enrolled in our programs that was **NOT** in attendance. This will continue into May if you have not returned by then.

Kids Klub Staff:

Thank you for your concern and questions regarding our staff. We want to reassure you that all of our staff will continue to be paid in full - both those working at the center and those remaining at home. We are grateful that the government has passed multiple relief laws that will hopefully help us with options to keep our staff paid through this crisis. Kids Klub does not anticipate any lay-offs of any staff.

Returning to Kids Klub:

When you are ready to have your child return to Kids Klub, for all families (withdrawn and still enrolled) -- please contact the front office at Pasadena to let us know. For now, we need to limit care to just families working in the "Essential" businesses, but once that restriction is lifted, we will be able to accept all other children. Further, we will be forming groups on a weekly basis and sticking with those groupings not adding in any additional children mid-week. We need to do this to staff properly and have stable groups. If you want to add your child in April during this restricted time, we will hopefully be able to start you the following Monday based on staffing availability.

Kids Klub Curriculum / Learning from home:

We have started some online learning opportunities and will continue to add to them. Please keep checking our website for the latest updates and resources for you while you are at home with your child. Please visit our "Member Resources" tab. Please also see the attached letter from our Regional Executive Director, Vivian Leis, regarding this topic.

Next Update from Kids Klub:

We continue to take it day by day. We will be sending regular updates as situations arise or change. Please stay safe!

Sincerely,



Michael Wojciechowski
President & CEO

Re-Open Protocol/Procedures

Thank you to our parents on the front lines of this crisis, saving lives in so many ways. Kids Klub is here for you, so you can be there for our community. The Pasadena Dept of Health and LA County Dept of Health authorize us to be open for these workers. They have provided us with new guidance on how best to continue to provide care during this crisis.

Note: This is a working document that may be revised/updated with practical adjustments as we implement these new procedures or new guidance is issued from the Health Departments.

Safety First: New strict protocols for all staff and parents to follow to keep our staff & children safe.

Kids Klub's Mission: To provide a safe, healthy place for:

- Staff to work
- Children to play & learn without stress - no discussions about the virus
- Parents to have Peace of Mind

Goal: Partnering with the parents to Limit Exposure to Potential illness of any kind

Parent Guidelines to Follow:

- Before coming to Kids Klub
 - Arrive showered and in clean clothing coming straight from home
 - Sanitize your car, your steering wheel, car seat, door handles, etc.
- Diaper Bags/Backpacks (anything brought into Kids Klub) must be:
 - Cleaned and sanitize before coming to KK
 - Plan to leave everything for the whole week
 - other than lunch boxes which will go home each day
(if possible pack lunch in a disposable bag and disposable containers or baggies that can be thrown out)
- Please pack:
 - Change of clothes for the whole week
 - Blankets/lovies that can stay at Kids Klub for the whole week
 - Medication for the whole week if possible
 - Bring only essentials
- Please do NOT bring in car seats or strollers - keep it to a minimum.

1. Parent Drop-Off:

- a. One Center / One Entrance - Pasadena Center will open first and we will use only the Raymond Ave. Front Entrance for Drop Off
- b. Hours 7am - 6pm
- c. We will have a Greeter at the entrance from 7am to 9am
 - i. Please maintain social distancing between other families
 - ii. Our greeter will give hand sanitizer to both Parent and Child
 - iii. We will limit access to only 1 parent entering Kids Klub

- iv. Our greeter will open the door for you to minimize touch points during the drop off process.
 - v. We will take the temperature of both parent and child
 - vi. We will ask several Screening Questions
 - vii. Our Front Desk staff will sign your child in to minimize touch points
 - d. Parents proceed to one of our bathrooms to wash hands and arms for both yourself and your child.
 - e. After using our bathrooms - please sanitize everything you touch in the bathroom with sanitizer spray and paper towels and use a paper towel to open or close a door
 - f. We have added trash cans outside the doors of all our bathrooms to throw out paper towels after leaving the bathroom.
 - g. Parent daily sheets for Infants and 2's - all will be filled out by staff asking parents questions to minimize touch points of parents.
- 2. Parent Pick-up**
- a. Parent Pick-Up will be Drive-Thru ONLY to minimize outside exposure to our center from parents that have been in the community.
 - b. Please use our SOUTH parking lot and drive to the hard yard and park.
 - c. Please call our front office at (626) 795-2501 and let us know when you will be arriving so we can have your child ready.
 - d. We will bring your child out to the Hard Yard, sign your child out for you and let you get your child into your car.
- 3. Staffing and Grouping of Children**
- a. We will have small group Teams for each age group - 2 teachers that stay with the children all day - no other staff will rotate in. Staff will remain in their areas and not rotate throughout the center other than to the yard and art area. Infants will have groups of 4 children and 2 staff. The health department wants us to keep groups of older children to a maximum of 12 children to 2 staff.
 - b. Staff during their own lunch breaks will practice social distancing and not be allowed to leave Kids Klub Property until their shift is over for the day.
- 4. Meals/Menu:**
- a. Our Chef will continue to make healthy food for our staff and children. We will serve breakfast and snacks to all children and lunch to those on our meal plan. We will not be serving dinner. Our menu will be modified and we will post it daily for now until we can determine what items we can source on a consistent basis.

Dear Kids Klub Parents

We hope that this letter finds you and your loved ones safe and healthy. This global pandemic calls for us to be creative about staying connected, focusing on our wellbeing, and sharing information. Kids Klub CDC will continue to advocate on behalf of babies, young children, elementary school children and their families.

Through your phone calls and E-mails to our staff and myself, we have heard about your joys and challenges. Parents are asking how they can best support their children and keep routines. Some parents are concerned about behavior challenges. We want to support you as much as possible. Our directors and teachers have put together resource materials that will be sure to keep your children busy moving, singing, learning and having fun. Keeping children busy is best. When children are bored their level of worry and disruptive behavior may increase. We will help you provide options for safe activities.

Please see the "Member Resources" section of our website.

The pandemic has interfered with children's structure, predictability and security. One way to support and protect children's emotional wellbeing during the pandemic is by practicing reassurance and routines. If your child asks if you are worried, be honest. They will know if you are not telling them the truth. You can let them know that you are worried about the virus, but you know that there are ways to prevent its spread and take care of the family if one gets sick.

Infant/toddlers and children do best with schedules and knowing what comes next. Providing routines for children (e.g. Regular bed, bath, and meals times, daily schedules for learning and play) will provide children with a sense of safety security and stability. Children will gain an understanding of everyday events and procedures and learn what are expected of them as routines make their environment more predictable. It reminds children that they are in a secure, loving environment. Schedules help to regulate behavior, as children know what to expect at each part of the day. This understanding and consistency makes the children more confident in pursuing their interests. They also start understanding patterns in their day.

We miss our Kids Klub families, and wish you good health and happiness.

Warmly,
Vivian-Leis Chang
Executive Regional Director