

The Children's Center at UCP
9 Smiths Lane
Commack, New York 11725
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January 12, 2021

Dear Parents/Guardians,

I hope this letter finds you safe and well. Everyone is aware of the rising COVID-19 numbers on Long Island. In order to put everyone's mind at ease, I would like to inform you that there have been no recent reports of COVID-19 positive test results within your child's class.

With the recent surge of positive COVID-19 tests we are planning and being proactive in how our classes may continue to run. The ultimate goal is to keep everyone safe and continue with programming as consistently as possible. In lieu of closing the entire building below are school plans we will put in place to continue to run efficiently:

- If a teacher must be out to quarantine or is ill and we have a lack of certified teacher supervision, your child's class may be temporarily combined with another class, as long as ratio numbers are in compliance. The same teacher/staff/student ratio will remain as per your child's IEP. All therapy services would remain unchanged.
- If there is no possibility to combine classes or ensure that we have a certified teacher, your child's class will occur via remote learning and/or tele-therapy. Teachers and therapists will contact you with specific remote login information.
- If your child's therapist is out due to quarantining and/or illness we will make every effort to provide another on-site therapist to treat your child.
- If your child must be out due to quarantining you will have the option to have your child participate remotely for the classroom/therapy participation and/or teletherapy for the duration your child is out of school.
- If your child is out due to illness no services will be provided.
- In the event that we have several staff out due to quarantining and/or illness and cannot secure adequate class/building supervision, The Children's Center will temporarily close and we will move immediately to remote instruction and teletherapy.

Administration and staff will inform you of any change to your child class with as much advance notice as possible. Quarantining and illness notifications are reported to administration at all hours and days, sometimes leaving minimal time to prepare. When this occurs, families and staff may receive a call the night prior to a change. We acknowledge this is an inconvenience, but our ultimate goal is to keep everyone safe, healthy and continue with on-site programming as best as possible.

Thank you for your cooperation and patience while we work through these health related issues. If you have any questions, please do not hesitate to contact building administration.

Sincerely,

Ingrid Trouvé

Ingrid Trouvé
Principal