

June 11th, 2020

To the Families at Dartmouth Day Care Centres,

Hopefully you are all aware that our centres will be reopening, at a 50% capacity, beginning on **June 15th**, 2020. This reopening is a direct response to the provincial and departmental mandate.

As each of you decides how best to navigate this time, we would like to update you regarding our reopening procedures and policies. Please read this document all the way through to ensure you understand the many changes taking place.

First, while we acknowledge this remains a stressful time for many of us, we would like to express our excitement at welcoming many of you back in the coming days. Our staff, teachers, Executive Director and Board members have all worked hard to prepare this reopening. We ask that all families bear in mind that these are unprecedented circumstances for an organization of our size, and we are doing our best to meet your needs. Please remain patient as we navigate this transition together.

Our Executive Director has prepared an extensive guide to the safety protocols and procedures. This document is attached separately for you to review prior to rejoining us at Dartmouth Day Care (DDC). All of our safety procedures are in accordance with guidelines set forth by the province and are designed for the safety of our children, families and staff.

If you are leaving our program...

If your family does choose to leave Dartmouth Day Care you will be reimbursed all fees that are currently credited to your account. It will take some time to process these reimbursements and we ask that you remain patient. All fees owed to families will be reimbursed in due time.

Some families have already let our Executive Director know that they will not be returning to Dartmouth Day Care and would like to un-enroll their child from our program. Previously, we clarified that notice to exit our program could only be given once our centres reopened. This remains true. If you would like to leave our program please notify our Executive Director on our date of reopening: **June 15th**, 2020. NOTE: Likely there will be much to attend to on reopening day and our Executive Director will not be available to answer your request right away. If you have notified us via email or phone message on June 15th, then please remain patient while we get back to you to confirm you are leaving. Your date of notification will still be on June 15th even if you were unable to reach our Executive Director on that day.

If you are returning to our program....

If your family is among those who wish to send their child back to DDC beginning on June 15th, please confirm with our Executive Director via telephone or email if you have not already done so. If you have not received confirmation from the Executive Director before June 15th, your child will not be admitted on opening day.

When we closed on March 17th, 2020, many families had paid fees through to the end of March. We have held these fees as a credit on your accounts until our date of reopening which, as stated

above, is now set at **June 15th**, 2020. Credit will be applied starting on the date that each family chooses to return to DDC. For example:

- If a family chooses to return on opening day, June 15, credit will be applied on that day and will be used in place of fees that would normally be due until no more credit remains.
- If a family has chosen to return at a later date, or is still undecided on a return date, the credit will be held until a return date is confirmed. Once a return date has been confirmed with the Executive Director, the credit will be applied starting on that date and will continue to be applied until it has run out. Credit will be used following the same rules that apply to normal fees once a return date has been confirmed, including child absences, a two week notice that a child is leaving, etc.

What to expect:

All children returning to Dartmouth Day Care Centre are returning to the centre location and classroom which they left when we closed in March of 2020. A few exceptions to this rule were necessary to maintain compliance with provincial mandates. *Unless you were already notified otherwise*, your child will remain in the classroom you left. Requests to change classrooms cannot be accepted at this time.

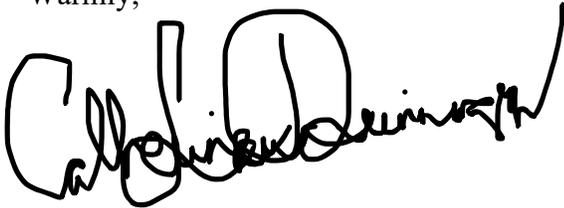
Please make sure you review our reopening procedures to familiarize yourself with what drop-off, daily activities and pick-up for your child will look like now. As we navigate these new procedures, we again ask for your patience and cooperation.

At this time the province has asked centres to use their own discretion as they move toward increasing capacity from 50% enrollment. Dartmouth Day Care will be slowly increasing our centre capacities as families familiarize themselves and become comfortable with our safety procedures. Until further notice, DDC will not be admitting and new students.

Likely you will have questions as we move forward with this plan. Things may change. Our centres will have to adapt to these new procedures moving forward. We are excited to see our families again as we navigate this transition to reopening our centres.

Wishing you continued health and safety.

Warmly,

A handwritten signature in black ink, appearing to read 'Catherine-Laura Dunnington', written in a cursive style.

Catherine-Laura Dunnington, Chair of the Board
Dartmouth Day Care Centre