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**Ronald Murphy**  
Chairperson

**Tanya L. Poteat**  
Executive Director

September 25, 2020

Greetings MCDC 2020-21 Returning Families:

I hope your family is well and enjoying the last of summer while preparing for the upcoming school year. On behalf of the team, I extend our sincere thanks for your continued support during this time as we develop and implement a dynamic learning and engagement plan for the 2020-21 school year. We have learned tremendously from the start of the COVID-19 pandemic. As I shared during the recent virtual parent meeting, we have and are continuing to closely monitor guidance from the Center for Disease Control (CDC), local health officials, Office of the Governor, Office of Head Start, partnering school districts, and oversight agencies to keep our students, families, and staff safe.

Based on this guidance, the returning families and staff survey results, and our capacity to meet the safety guidelines to reopen safely, the following plan is being recommended to the Board and Policy Council for review and approval during their August 27<sup>th</sup> meeting. Please note, as this is a fluid situation, the plan may change due to updated virus statistics.

### **Phase I**

Effective, Tuesday, September 8<sup>th</sup>, all MCDC centers\*\* will reopen virtually. Families who requested the virtual-only option will participate in remote learning and engagement for the 2020-21 school year (more details to follow).

### **Phase II**

On Monday, September 28<sup>th</sup> we will open 5 Head Start classrooms, 1 Early Head Start infant classroom, and 1 Early Head Start toddler classroom at our Fulton site.

All Head Start classrooms will have 10 students, 1 head teacher, and 1 assistant teacher. The EHS toddler class will have 8 students and 2 teachers. The EHS infant class will have 2-4 infants and 2 teachers. Families from Baldwin, Fulton, William

Head Start only classrooms, and EHS will be contacted based on the received survey results to participate in Phase II.

On-site hours of service to students will be Monday through Thursday from 8:15 am to 3:00 pm and virtual on Friday. We will work with our families on a staggered entry and departure. All staff and students will have their temperature taken before entering the site.

### **Phase III**

On Tuesday, October 13<sup>th</sup> and based on the need, we will open a maximum of 5 Head Start classrooms and 1 Early Head Start toddler classroom (2.5-year-old) at our Baldwin site.

All Head Start classrooms will have 10 students, 1 head teacher, and 1 assistant teacher. The toddler class will have 8 students and 2 teachers. Families from Baldwin, Fulton, William Head Start only, and EHS toddlers age 2.5 and older will be contacted based on the received survey results or otherwise expressed interest to participate in Phase III.

On-site hours of service to students will be Monday through Thursday from 8:15 am to 3:00 pm and virtual on Friday. We will work with our families on a staggered entry and departure. All staff and students will have their temperature taken before entering the site.

### **Phase IV**

After successfully reopening of Fulton and Baldwin, we will reevaluate our capacity to reopen our William Street site at a limited capacity for our District collaboration, Head Start, and Early Head classrooms.

### **\*\*Belleville**

Our Belleville classroom will follow the Belleville Public School reopening plan.

All decisions were made with health and safety at the forefront. We appreciate all the work that has occurred to get us to this point. Our team has begun to follow up with our returning families to discuss in further detail their needs. In the meantime, please see the survey results here: <http://www.mcdcnj.org/images/pdfs/2020-MCDC-Returning-Families-Presentation.pdf> and feel free to forward questions confidentially to [MCDCfeedback@mcdcnj.org](mailto:MCDCfeedback@mcdcnj.org)

Again, thank you for trusting us with your young learner.

In gratitude,

Ms. Poteat