



June 8, 2020

Hello PIC Families,

I am writing today with information and updates regarding our current reopening plan.

The planning to reopen PIC began many weeks ago and has been a massive undertaking involving the PIC administration and staff, the Board of Directors, and most significantly, the Reopening Task Force—a group of teachers, administrators, parents, physicians and board members who have worked diligently and thoughtfully to create a reopening plan that prioritizes the health and safety of our community while staying true to PIC’s mission and values.

The PIC Early Learning Program (children five and under) will reopen to families on Monday, July 6 and operate from 9 am-5 pm.

The PIC Summer Camp (children 1st through 5th grades) will begin Monday, July 13 and will run for 6 weeks (ending Friday, August 21) with a daily schedule from 9 am-3 pm. There will be no camp for rising kindergarteners this year.

Additional details of the reopening plan can be found at this link:

[OVERVIEW OF NEW HEALTH AND SAFETY PROCEDURES: CHANGES TO EXPECT](#)

TIMELINE OF REOPENING

We are extremely pleased that we have found a way to reopen as we understand the importance of child care to our families. We know that at PIC we have a significant number of families who are in the “essential workers” category and many others who are being asked to return to their workplace now that Philadelphia has moved to the yellow phase.

Moving to the yellow phase does not mean that PIC can immediately reopen its doors to families. There is much work that needs to be done, as we need to adjust our programming and operations on many levels before the children may return. We need to ensure staffing is in place, receive supplies, renew contracts, check all internal facilities systems, and engage in significant cleaning. All staff members and families need a clear understanding of the new procedures (via written handbooks for staff and families, a virtual Q&A session with families, as well as staff training).

CONFIRMATION OF ENROLLMENT

The next step in reopening is to contact each family for confirmation of enrollment. This information is critical to our planning process as we need to know if your child(ren) will be returning to our Early Learning program in July, August or September, and to confirm enrollment for children in our Summer Camp. We cannot determine our staffing needs—and thus cannot prepare to safely reopen—without the commitment of each family to a return date. After we confirm our enrollment and staffing, we will reach back out to each family for information about your child(ren) that will help teachers learn of milestones that may have been reached, new interests and any developmental concerns you may have.

Expect our enrollment office to reach out via email this week. We ask that you respond by Friday, June 12.

TUITION POLICY FOR EXTENDED LEAVES OF ABSENCE FROM PIC

If families choose to wait until August or September to return, PIC's existing policy for leaves of absence will apply. As stated in our current Family Handbook, four- to ten-week leaves of absence require written notice and, during the period of leave, *families are responsible for payment of one-half of their current monthly tuition for each month of leave.*

For families who take a leave of absence, PIC cannot guarantee September enrollment at this point due to the uncertainty surrounding our enrollment and staffing levels after the summer. We will however do everything we can to make return enrollment in September possible. If a family opts for a leave of absence and we cannot accommodate your September enrollment, we will refund your leave-of-absence fee.

HEALTH AND SAFETY FEE - for Early Learning Program (not school-age Camp)
Although we are not implementing a new tuition structure in July as customary, the Board of Directors has approved a new monthly Health and Safety fee of \$100 for the 1st child in each family and \$50 for the 2nd child in each family. This fee

will help PIC pay for the significant cost of supplying our staff with critical personal protective equipment, purchasing a large amount of additional cleaning supplies, as well as the increased cost of additional services from our cleaning company. Since we will be reopening with greatly reduced enrollment, we will be operating at a significant revenue loss, and this new health and safety fee will help defray some of these new expenses. This fee is not intended to be permanent and is being put into place as needed.

On Thursday, June 25 at 6 pm, PIC will host a Town Hall meeting via Zoom to discuss the specific procedures and protocols of our reopening plan and to answer questions from our families. Prior to that date, families will receive our newly created COVID-19 Family Handbook electronically. This document will provide further details on our reopening plans.

Last, I fully recognize that this letter and the [link to the reopening plan](#) represent significant information to take in at one time. I also know that there will still be many questions and hope to address them in our forthcoming family handbook as well as the Town Hall meeting.

I cannot wait to welcome children and families to PIC once again. While many things may be different, the most important things will be the same. Our wonderful teachers continue their commitment to providing creative, developmentally appropriate activities for children to learn through play. Children will continue to play and learn in our outdoor environments. We will continue, now more than ever, to focus on the social and emotional development of each child. And of course, we will continue to work together as a community to manage ongoing changes.

Thank you for your support of PIC and entrusting us with your children. Certainly hearing their laughter once again in spaces that have been silent for too long will be a wonderful and most welcome thing!

Stay safe and well!

Deb Green
Executive Director