

**To:** CG TRACEN PETALUMA CDC Families

**Subject:** Return to Pre-COVID-19 Capacity & Pay Schedule Changes on Dec 1, 2020

**Summary:** In accordance with the Coast Guard's ALCOAST 404/20 message released earlier this month, starting Dec 1, 2020, TRACEN Petaluma's CDC will resume operations using room capacities and payment processes similar to those we employed prior to the COVID-19 pandemic. All families, *including those who are on a telework status*, are welcome back to CDC care on a full-time basis. Be advised that we are still limited to no more than 12 children in the preschool room at one time. Despite these changes, we will continue to align with the most up-to-date standards and guidance in terms of using robust safety practices to prevent the spread of COVID-19.

**Pay Schedule changes:** All families other than preschool will be set back to the pay schedule they were on prior to COVID-19. As your contract states, child care fees are due *PRIOR* to attending care, at a set monthly rate that is determined by your total family income. Currently, families have been making payments *AFTER* the attendance schedules turned in, which means with this change, at the end of this month you *may* owe payment for November *AND* December to align with the normal pay schedule. Preschool families will continue to turn in their schedules of days they need care a week in advance, and fees will be charged based on that schedule. If you need help understanding this, please reach out to Ms. Karla Venzor-Crabtree or myself and ask for clarification.

In order to maintain the safety of all of our children and families, we'll continue to enforce stringent safety controls to prevent the spread of COVID-19 – sanitizing, disinfecting, hand washing, laundering, social distancing, and face coverings for children over 2 years old. We will maintain the one way traffic patterns, as well as one family drop off or pick up at a time. Everyone over the age of 2 **MUST** wear a mask all day with the exception of meal and nap times.

**FAQs:**

Q: Can I continue to keep my child at home while teleworking, and not be charged?

A: No, Pre-COVID CDC fees are set up as you pay for your spot within the program. That policy was waived due to COVID but is no longer authorized by Headquarters.

Q: Why can Preschool not return as well?

A: ALCOAST 404/20 states that for preschool ages unless you can separate the groups you must stay at one ratio group (12 children) unless there is enough space to divide the room into two spaces. We do not have the space to accommodate a separation in that room.

Q: My child is enrolled in an outside program, I need a notice to them before removing my child.

A: No worries, please contact CDC Management team to discuss your situation. We will work with you.

Q: Can I get a waiver for my 2-year old to not wear a mask?

A: Your physician may write a memo, consult with CDC management for further guidance.

Q: I have one child in the preschool room and one child in infants, will I be charged Full Time even though the infant will only come when the preschooler comes?

A: Yes, you are charged full time because you have the option to bring your child into care.

Q: When can preschool return to regular ratios?

A: We are unsure at this time, but will let you know as soon as we know.

Sincerely,  
Ms. Ashlee Lennon  
CDC Director