

# YOUTH ALTERNATIVES, INC.

1 GRAFF STREET, OIL CITY, PA 16301, 814-676-5785  
1250 ELK STREET, FRANKLIN, PA 16323, 814-346-0188

To: Youth Alternatives Inc. families  
From: Corrina Woods, Executive Director  
Subject: Gradual Re-Opening of Centers  
Date: June , 2020

Youth Alternatives, Inc. will begin the process of re-opening the Oil City Center on Monday, June 29<sup>th</sup>, 2020.

We will be following the guidelines suggested by the CDC during this phase of the COVID-19 Pandemic.

For everyone's safety we will be providing Summer program hours and ages as follows:

Monday – Friday

11:00 am – 1:30 pm children from ages 5 – 10 can attend

1:30 pm – 2:30 pm – We will be closed to fully sanitize our facility

2:30 pm – 5:00 pm children from ages of 11-18 can attend

## **Drop off procedures:**

Step 1: A staff person will check your child's temperature (children with a fever of 100.4 or higher will not be permitted to stay. If being picked up, they must wear a mask until they leave the center.

Step 2: A staff member will sign your child in on the designated sign-in sheet.

Shall your child become ill during the time at the center and/or have an increase in temperature your child will need to be picked up immediately upon notification to the parent/guardian. The child must wear a mask until the youth leaves the center. All registration forms must be updated with correct contact information.

A staff member will sanitize restrooms upon every use of the facilities.

Please discuss with your child what they should expect throughout their day:

- Frequent handwashing with soap and water, especially after using restroom, before eating, and after blowing their nose.
- Advise children to avoid touching their face; to sneeze and cough into their elbow or a tissue.

Our staff will continue to promote social distancing with the children to follow guidelines from the state and federal authorities, but it cannot be guaranteed in our centers. As you can understand, it can be a challenge to keep young children separated, regardless of the setting.

**Therefore, if you do not feel comfortable sending your child to our center under these current circumstances, we recommend that you keep them at home.**

During this phase of reopening we will be providing your child a brown sack lunch for snack.

Please see the attached form to be signed by a parent/guardian upon receiving this letter.

Thank you in advance for your cooperation and understanding during this time.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Corrina J. Woods  
Executive Director

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I \_\_\_\_\_ parent/guardian of \_\_\_\_\_

Have received and reviewed information and guidelines of the re-opening of Youth  
Alternatives Inc. centers that must be adhered.

Updated parent/guardian contact & phone number \_\_\_\_\_

Emergency contact & phone number \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date