

**From:** [Cathy Koob](#)  
**Bcc:** ["mmabry33@gmail.com"](mailto:mmabry33@gmail.com)  
**Subject:** Returning to Normal Business Hours  
**Date:** Thursday, June 18, 2020 11:54:00 AM

---

ECC Families,

In the weekly update sent out Sunday we indicated we will be returning to our normal business hours of 6:30 AM - 6:00 PM. The current guidelines for Phase II, which we are in now, and Phase III, which we are not sure when it will start, both have guidelines regarding the number of students together in a group and mixing of students in other groups. The process we have for the afternoons right now will continue to work when we begin staying open until 6:00 PM again, however we are still working through how we will be able to support opening at 6:30 AM and adhering to the guidelines. In order to be able to work through different options we need to know the number of students we would be caring for from 6:30 AM - 7:30 AM. Below you will find a list of questions we need all families to respond to who would plan on dropping their student off prior to 7:30 AM. During this time we are asking for any family who indicates they will need this additional hour in the morning to please consider that bringing your student before 7:30 AM is a definite need. If you determine your family will need to bring your student please respond by email to the questions listed below by tomorrow afternoon.

1. Will your student be dropped off between 6:30 AM and 7:00 AM?
2. Will your student be dropped off between 7:00 AM and 7:30 AM?
3. Will you consistently be dropping your child off at this time?
4. Will you be able to adhere to a 10 hour per day limit for the care of your child?

If you have any additional questions feel free to email me.

Thank you,

Catherine Koob  
Director