**Parent Response Templates**

Please use any or all of the following template responses for parents in different situations and depending on whether your facility is currently open or closed. All sentences highlighted in yellow are places where you will want to insert your own facility information or policies. Please note: In the second letter the “Returning to Child Care” and “Summer Child Care” headings have two options, please choose the one that fits best with your situation.

**For Parents with Children Temporarily Withdrawn – Open Facility**

Dear Parent,

Thank you for your patience and for working with us as we navigate together through this pandemic.

On Monday, June 15, the Ministry of Children and Family Development (MCFD) announced that child care centres will continue to receive Temporary Emergency Funding (TEF) until the end of the summer – August 31st. TEF has helped us to remain operational with reduced enrolment and to prioritize access for children of Essential Service Workers, while many parents were able to follow the advice of the Provincial Health Officer and keep their children at home.

**Returning to Child Care**

What this means for you is that we must continue to prioritize care for Essential Service Workers until August 31st, however, space permitting, we may also be able to accommodate children whose parents work in other fields. If you wish to re-enrol your child over the summer or to permanently withdraw your child, please [enter content that reflects the operational policy of your facility in this situation]. As of September 1st, your child can return to their space, so long as they have not aged out. [Please add another sentence to reflect the operational policy of your facility related to fees in September] .

**Health & Safety**

On their [website](https://www2.gov.bc.ca/gov/content?id=B244AAE83C67418ABE50DB6E1BAFEEDE), MCFD has provided resources for parents and child care providers, including the [Child Care Setting Practice Standards](https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-response-covid-19/child-care-response-covid-19-provider/child-care-response-covid-19-health-safety). [Please insert comments on how you have implemented the standards]. If you have any questions or concerns about your child returning to care, we encourage you to review the updated documents on the site.

**Summer Child Care**

If our child care centre reaches capacity before you are able to secure care for the months of July and August, we encourage you to fill out the online form to [request temporary emergency child care](https://www2.gov.bc.ca/gov/content?id=E4BF415CABA047F191FA99A20E52C23A). This will give your information to our local Child Care Resource and Referral (CCRR), who will try to connect you with another open child care centre in the interim. You can also contact our [CCRR directly](https://www2.gov.bc.ca/gov/content?id=C8E1FA43F2124103B2B9B158F97473F1).

Please don’t’ hesitate to contact us at [enter contact information] to discuss your child care needs.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Parent with Children Temporarily Withdrawn – Closed Facility**

Dear Parent,

Thank you for your patience and for working with us as we navigate together through this pandemic.

On Monday, June 15, the Ministry of Children and Family Development announced that child care centres will continue to receive Temporary Emergency Funding (TEF) until the end of the summer – August 31st. TEF has helped us to cover our fixed costs, such as rent and utilities, during this time we have had to close our doors.

**Returning to Child Care**

1. If re-opening and in receipt of TEF

We plan to re-open on [insert date], and will prioritize services for Essential Service Workers, as per the TEF requirements. However, we may have room for your child to return. Please feel free to get in touch with us, and let us know your child care needs. [Please add another sentence to reflect the operational policy of your facility related to fees upon re-opening ensuring your facility is providing any refunds or credits as outlined in the TEF Funding Guidelines].

1. If re-opening and not in receipt of TEF

We plan to re-open on [insert date], at which time your child can return to their space. [Please add another sentence to reflect the operational policy of your facility related to fees upon re-opening] .

**Health & Safety**

On their [website](https://www2.gov.bc.ca/gov/content?id=B244AAE83C67418ABE50DB6E1BAFEEDE), MCFD has provided resources for parents and child care providers, including the [Child Care Setting Practice Standards](https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/child-care-response-covid-19/child-care-response-covid-19-provider/child-care-response-covid-19-health-safety). [Please insert comments on how you have implemented the standards]. If you have any questions or concerns about your child returning to care, we encourage you to review the updated documents on the site.

**Summer Child Care**

[If our child care centre reaches capacity with Essential Service Workers before you are able to secure care for the months of July and August], OR [As our child care centre will not re-open for the summer, if you are looking for child care during the months of July and August] we encourage you to fill out the form to [request temporary emergency child care](https://www2.gov.bc.ca/gov/content?id=E4BF415CABA047F191FA99A20E52C23A). This will give your information to our local Child Care Resource and Referral (CCRR), who will try to connect you with another open child care centre in the interim. You can also contact our [CCRR directly](https://www2.gov.bc.ca/gov/content?id=C8E1FA43F2124103B2B9B158F97473F1).

Please don’t hesitate to contact us at [enter contact information] to discuss your child care needs.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Temporary Essential Worker Parent Form Response**

Dear Parent,

On Monday, June 15, the Ministry of Children and Family Development (MCFD) announced that child care centres will continue to receive Temporary Emergency Funding (TEF) until the end of the summer – August 31st. TEF has helped us to remain operational with reduced enrolment and to prioritize access for your child and other children of Essential Service Workers.

**Transition Timeline**

We will continue to prioritize care for you, as an Essential Service Worker, until August 31st. However, effective September 1st, our facility will revert to its pre-pandemic enrolment and our pre-existing families with non-essential worker parents will have the option to return to their original child care space, so long as their child has not aged out of the space.

**Finding Child Care**

If you will require child care after August 31st and space is no longer available in our facility, we encourage you to fill out the form to [request temporary emergency child care](https://www2.gov.bc.ca/gov/content?id=E4BF415CABA047F191FA99A20E52C23A). This will give your information to our local Child Care Resource and Referral (CCRR), who will try to connect you with another open child care centre with spaces available for that time. You can also contact our [CCRR directly](https://www2.gov.bc.ca/gov/content?id=C8E1FA43F2124103B2B9B158F97473F1).

We have thoroughly enjoyed having \_\_\_\_\_\_ in our program and have appreciated the opportunity to support your family with emergency child care during the pandemic.

Please don’t hesitate to contact us at [enter contact information] to discuss your child care needs.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_