

City of Potlatch Afterschool Program
PO Box 525
Potlatch, ID 83855
208-892-4032



September 18, 2020

Dear Parents/Guardians,

The health and safety of the children in our community is our number one priority. We have all been experiencing a new way of life with the COVID-19. We have been quarantined to our homes, had to wear masks outside, physically distance ourselves from loved ones and friends, and some of us have not been able to work or go to school.

Now that some parts of our lives are making their way back to a new “normal” we are happy to report that the City of Potlatch Afterschool Program will be opening **Monday, September 28, 2020**, to begin helping students in grades 6-12 in the Potlatch School District. We have made a few changes from last year, first and foremost being a new location. We will be serving students at the former VFW Hall at 735 Pine Street in Potlatch. Our other big change this year is that due to COVID-19 social distancing restrictions we are not able to offer transportation to or from the Program at this time.

We also want you to be prepared for some of the changes that you and your student will experience when they return. It is important that we take precautions, as symptoms may not be the same for every person. To make sure this illness does not continue to spread, we intend to take all reasonable precautions, such as:

- We will be open Monday through Thursday from 3-6 p.m. to students in both A & B groups. Social distancing practices will be in place in order to limit the number of students in close proximity. Snacks will no longer be done family-style, but staff will serve students during snack times.
- *We must have a completed registration form on file for your student to be able to attend the Afterschool Program.* It contains important information about your student in case of an emergency. You can request a paper copy or fill out the form online at: <https://forms.gle/tCidMJh4ZXs2vPao8>
- Upon arrival at the Program, we will be taking each student’s temperature. If the student’s temperature is above 100 degrees, they will not be allowed to attend the Program and the parent or guardian will be contacted to pick them up.
- We will be following the policies and procedures of the Potlatch School District on potential closures due to any COVID-19 cases that might arise.
- To keep everyone as safe as possible we will intensify our efforts to keep our facility disinfected. Staff will increase their frequency of cleaning surfaces and Program materials. Surfaces such as doorknobs, sink handles, and railings will be disinfected

regularly. Students and staff will continue to wash hands frequently throughout the Program to reduce the transmission of germs.

If you have any questions after reviewing the fact sheet, please don't hesitate to contact us by phone or email. Registration forms can be turned in to the school office, or at City Hall. Enrollment space is limited.

Sincerely,

Melissa Smith
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