



**Embracing Equality and Diversity**

MEMO

Date: June 3, 2020  
To: All Hope Grows Families  
From: Salema Horn/Director  
Re: Re-opening Hope Grows I & II

We would like to thank all our families for keeping our precious children safe at home during this Covid-19 Pandemic.

Hope Grows is now approved to provide care to children of Essential Personnel starting June 8<sup>th</sup>. There are some guidelines that will be necessary to follow in order to maintain our staff, children and families' health and safety.

- We are attaching to this memo the guidelines from MSDE (Maryland State Department of Education) if you have any questions please contact us via email at:
- [Hopegrowscd1@gmail.com](mailto:Hopegrowscd1@gmail.com) (HopeGrows 1)
- [A.bias@hopegrowschilddevelopmentcenter.com](mailto:A.bias@hopegrowschilddevelopmentcenter.com) (Hope Grows 2)

We will be happy to assist you with any questions or concerns.

1. Please email us a letter stating that you are an essential worker, as soon as possible as space is limited.
2. Please write down the schedule of the hours that your child/ren will be attending Hope Grows, we need all family's schedules to avoid groups of people dropping off or picking up children at the same time. (REQUIRED BY OCC)

**Everyday upon arrival to the center**

3. Wear face mask at all times
  4. Use hand sanitizer upon entry for you and your child
  5. Please review the Health Screening Log for each child
- Answer questions 1, 2 & 3 of the screening Log

**Location: 1**  
Hope Grows Child Development Center  
9845 Lost Knife Road  
Gaithersburg MD. 20886  
301-990-3170

**Location: 2**  
Hope Grows Child Development Center  
20111 Century Blvd Suite-A  
Germantown MD 20874  
240-246-7835



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6. Please take temperature of your child in front of the staff member (staff will record temperature)
7. Release child to staff member at the main office (No parents are allowed to enter the center, except the main office)
8. Sign your child in on the computer
9. At pick up time please wait in the main office for a staff member to bring your child/ren to you.

**Please read carefully each one of the steps listed on the MSDE document and sign your name and your child/ren name/s if you agree on following those requirements.**

Parent name: \_\_\_\_\_

Child/ren: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

I plan to drop off my child/ren at \_\_\_\_\_ AM and I will be picking my child/ren at \_\_\_\_\_ PM

My child will attend:  Monday  Tuesday  Wednesday  Thursday  Friday

**\* Children should be picked up no later than 6:00 PM so that teachers can clean and sanitize all classrooms for next day from 6:00 to 7:00 PM.**

**I agree to follow the required guidelines outlined by MSDE Office of childcare and Hope Grows Child Development Center.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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