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# HIGHBRIDGE ADVISORY COUNCIL

## FAMILY SERVICES, INC.

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### What will happen if someone in our program becomes ill with COVID-19?

Dear Families,

We are excited to welcome back many families to in-person learning. Our number one priority is your child's safety. We want to explain what might happen if children or staff in our program become sick with COVID-19. We hope this will prepare you for the possibility that your child may transition between in-person and remote learning if a quarantine is needed for our program. Our goal is to plan for the smoothest transitions possible so no learning is lost and your family feels safe during these changes.

While we know we can't prepare for every possible situation, we want to make sure you know what to expect if changes may need to happen in our program.

### When would my child (or others in my program) need to stay home?

There are four situations in which your child, and any child or staff member in the program, will need to stay home. The following people will need to stay home:

1. **Any child or staff member with symptoms of COVID-19 must stay home and should consult their physician immediately.** These symptoms include:

Fever or chills	Coughing, shortness of breath, or difficulty breathing	Sore throat, congestion, or runny nose
Muscle or body aches	Fatigue	Loss of taste or smell
Headache	Nausea or vomiting	Diarrhea

#### Anyone with these symptoms should get tested for COVID-19.

Children may return to the program if they have a negative COVID-19 test AND have been fever free (without medication) for at least 24 hours.

Anyone with symptoms who does not get tested must stay home for 10 days and must be fever free (without medication) for at least 24 hours and without other symptoms.

2. **Any child or staff member who tests positive for COVID-19 must quarantine.**
  - If your child receives a positive COVID-19 test result, they must quarantine at home for 10 days from the date that their symptoms started (or, if there are no symptoms, 10 days from the date of their positive COVID-19 test result).
  - They also must be fever-free for at least 24 hours (without medication) before returning to the program (including our program and other programs your child may attend, if any).
3. **If a child or staff member has had close contact with someone who tested positive for COVID-19, they will need to quarantine for 14 days.**
  - If one child or staff member receives a positive COVID-19 test result, and attended the program while infectious, everyone in this person's classroom will need to quarantine at home for 14 days. This classroom will transition to remote learning during this time.

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- Any other child or staff member who has been in close contact with the person who tested positive must also quarantine for 14 days. “Close contact” means that they were less than six feet away from the person for more than 10 minutes.

**4. If multiple children or staff across classrooms test positive, all HACFS classrooms in our program will close for at least 24 hours.**

- Everyone who has had close contact with a person who tested positive will need to quarantine for 14 days, including all of the children and staff in their classroom.
- The Department of Health and NYC Test and Trace will conduct an investigation. Depending on the results, some classrooms may be able to reopen, while others will temporarily transition to remote learning.

If any of these four scenarios occur, and the children/staff must be temporarily transitioned to fully remote learning, the following protocol will be implemented:

*Student(s) can temporarily join the fully remote HACFS Google Classroom for his/her age group being monitored by their Blended Learning Cohort Teacher. A Substitute Teacher will be provided or depending on the reasons for the quarantine the teacher could use Google Classroom, Microsoft Teams or Google Meet to continue instruction.*

If any problems come up that impact our ability to care for your child, we will let you know right away by calling and emailing all impacted families. All communications about a potential or confirmed case of COVID-19 will maintain the privacy of children and staff.

If your child shows mild symptoms or needs to quarantine, remote learning will be available. We will offer you resources and hands-on support to transition to remote learning.

We know these situations are challenging as you plan for your child’s care. We are committed to communicating with you as soon as possible so that you can plan accordingly. You can always reach out to Ms. Cotto, LMSW, at 917398-5518, if your family has any questions or needs help. In the meantime, here are some useful resources to help your family during this crisis:

<a href="#">Supporting Your Child with Remote Learning</a> Guide to help your child with remote learning	<a href="#">Early Childhood: Learn at Home page</a> Resources from the NYC DOE to support families with learning at home
<a href="#">Wide Open Schools</a> Activities for children learning from home	<a href="#">Remote Learning Device Request</a> Form for families requesting a device for remote learning
<a href="#">Caring for Your Family During the COVID-19 Crisis</a> Toolkit to help your family navigate this crisis	<a href="#">Community-Based Organizations Map</a> CBOs across the city to support linguistically and culturally diverse families

Thank you in advance for your partnership in keeping our children, staff and community safe and healthy in this upcoming year.

If you have any questions or suggestions for how we can continue to prepare and communicate with you all, please reach out to [childcare@hacfs.com](mailto:childcare@hacfs.com) or 1-833-817-3402.

Sincerely,

Wanda Carter  
**Chief Operating Officer**