



## Memorandum

**Date:** January 24<sup>th</sup>, 2022  
**To:** YMCA, St. Francis Early Learning Child Care Families  
**From:** Sherry Ricci, YMCA Child Care Manager  
**Cc:** Rob Groccia, YMCA Child Care Acting Vice President  
**Re:** **YMCA, St. Francis Early Learning Child Care Reopening Date**

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Good Afternoon,

I hope you are all keeping healthy and safe.

Several months ago, when we initiated a re-opening plan for our YMCA, St. Francis Early Learning Child Care Centre, we were in a very different position regarding COVID-19 and the guidelines associated with isolation and testing ability in our communities.

Unfortunately, and very quickly, these changes became our new COVID-19 reality and we have been forced into not being able to re-open our location at YMCA, St. Francis Early Learning Child Care Centre for Toddlers and Preschoolers as planned. As community cases rise in the Nipissing and Parry Sound District, we are seeing similar increases with our staff teams. Our staff team is finding themselves and their household members managing through symptoms of COVID-19 or testing positive on Rapid Antigen Tests requiring them to self isolate and not report to work.

I want to ensure you that we are continuing to follow all our enhanced health and safety practices and are providing a safe space for your children to learn and grow.

We are committed to ensuring parents have care at an alternate location and are fortunate to be able to provide care at our YMCA Woodland Early Learning Child Care Centre. Our intention remains as a priority to re-open YMCA St. Francis Early Learning Centre as soon as possible.

I am pleased to share that all registered families have a secured space and can be transferred to our YMCA Woodland location. Please complete and return the back of this letter to confirm that:

1. You would like to remain registered at our YMCA Woodland program; or
2. Withdraw your registration, until St. Francis is able to open

We hope to make this transition as smooth as possible for you and your child, therefore, should you have any questions or concerns, please feel free to contact the YMCA Woodland site Supervisor Patti at 705-475-2320. or myself at 705-497-9622 ext. 225.

Again, we apologize for this inconvenience, and we thank you for your understanding and continued support during these very challenging times.

*Sherry Ricci*

Sherry Ricci, RECE  
Manager, Child, Youth and Family Development



Child's Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**REQUEST SPACE AT Woodland**

By signing below, I \_\_\_\_\_, parent of my above-mentioned child, wish to request my space at:

- YMCA, Woodland

Parent/Guardian Signature: \_\_\_\_\_

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

**REQUEST TO WITHDRAW**

I, \_\_\_\_\_, wish to withdraw my request for care

Parent/Guardian Signature: \_\_\_\_\_

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

YMCA Educator Received On: \_\_\_\_\_ Initials: \_\_\_\_\_