# letter to families

A template letter for metropolitan Melbourne services to communicate to families about the return to on-site learning for all children, as outlined in the Victorian Government’s ‘Roadmap to reopening Victoria’. Services are to utilise their own branded letterhead and include the information as it relates to your service.

Dear parents and carers,

Thank you for your ongoing support during these past months as we have worked together as a community to slow the spread of coronavirus (COVID-19). We know it’s been a challenging time for children, families, educators, teachers and staff alike.

On Sunday 6 September 2020, the Victorian Government released its ‘Roadmap for reopening Victoria’ (the Roadmap), which outlines its approach to reopening across the state.

The Roadmap details a timeline and steps for our service to reopen to all families, subject to the advice of the Victorian Chief Health Officer.

Key dates for families

Under current advice, the key dates for our service are as follows (please include what is relevant to your service type)

**Monday 13 September to Sunday 27 September** (relevant to FDC, LDC and sessional kindergarten)

* Our service operates under the First Step of the metropolitan Melbourne Roadmap, providing on-site education for children of permitted workers (under the Permitted Worker Permit Scheme) and vulnerable children only.

**From Monday 28 September** (relevant to FDC, LDC)

* Our service will be open for all children to attend long day care/family day care on-site. We have a COVIDSafe plan and additional health and safety measures in place.
* Permitted Worker or Access to On-Site Childcare / Kindergarten Permits will no longer be required.

**From Monday 5 October (start of Term 4)** (relevant to sessional kindergarten)

Our sessional kindergarten programs will be open for all children to attend on-site. We will have a COVIDSafe plan and additional health and safety measures in place

Service to insert any additional information for start of term eg planning day/s

Supporting your child’s return

It is very important that children are able to attend on-site as soon as possible, in line with the easing of restrictions. Having your child attending in person is the best way to support their wellbeing, learning and development.

Some families may feel anxious about bringing their children back to our service. The advice from the Victorian Chief Health Officer and the Australian Health Protection Principal Committee (AHPPC) is that ECEC services are low-risk environments, and they can operate with appropriate health and safety measures in place – unless otherwise instructed by the Department of Health and Human Services (DHHS).

Restrictions on early childhood services were put in place to reduce the number of people moving around the community, not because services are unsafe places for children or staff. As well as having a COVIDSafe plan, we will be following a number of additional health and safety measures, including:

* [PLEASE LIST INFORMATION AS IT RELATES TO YOUR SERVICE]
* XX
* YY
* ZZ

We appreciate all of our families’ efforts to stay connected with our service and to support their children’s learning, play, curiosity and wellbeing during this difficult time.

We hope that this email gives our families and children the time they need to plan and prepare to return to on-site learning.

If you have any questions or would like to discuss this further, please contact our service on [PLEASE INSERT CONTACT INFORMATION FOR YOUR SERVICE].

Sincerely

[PLEASE INSERT CONTACT NAME AT YOUR SERVICE]