

July 8, 2020

Dear Episcopal Day School families and friends,

Thank you for your patience this summer while we work through our policies and procedures for re-opening in fall 2020. Our rector, staff, and board of directors have been diligently researching best practices while also considering the needs of our students and their families. There will be some changes for the 2020-2021 school year that we would like to share with you.

First of all, our beloved Director, Suzanne Watkins, will be taking a one year leave of absence from her role to focus on her family. We will greatly miss her, but support her in this decision and hope to see her return.

### **Staff Updates**

In her absence, we are pleased to announce that our Acting Director for the school year will be Lauren Russell, a familiar face to EDS families. Lauren has been a teacher at EDS for 6 years, most recently as the lead teacher for 3 year old classes. Lauren has been working with children in different educational and care-taking capacities for over 20 years and will be a great resource and leader for us in the coming year.

Our staff for the upcoming year will be:

Mother Suz Cate - Head of School and Rector of Holy Trinity Episcopal Church

Lauren Russell - Acting Director

Gini Duncan - 5-Day 4K Lead Teacher, Creative Movement Teacher

Susan Nash - 5-Day 4K Lead Teacher, Early Morning Lead TuTh, After School Lead M-F 12:30-3:30

Carol Durham - 5-Day 3K Lead Teacher

Suzette Andrus - 3-Day 3K Lead Teacher, Music Teacher, Early Morning Lead MWF

Kathy Olive – 3K Assistant Teacher

Amy Thrift - 4K Assistant Teacher, Early Morning Assistant MW, After School Assistant F

Laura Jameson - After School Lead M-F 3:30-5:30

Nikki Entrup - After School Assistant M-Th

Bailey Gibson - Early Morning Assistant TuThF

Tameron Blanding - Bookkeeper

Jim Hylkema - Cleaning and Maintenance

Substitutes - Jean Jameson, Amy Rawls, and Jerae Wallace

### **New Policies and Procedures**

We will soon be sending out our Handbook for the 2020-2021 School Year. It will have a new section related to COVID-19 policies, but other procedures will also be changing; so please take your time to read through it and understand our operating norms for the next year. We do plan to open as scheduled, with Student Orientation on August 10th.

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Our extended care policies will be different this year. In order to comply with best practices for Covid-19, we will no longer be offering extended care (early morning care and/or after school care) on an as-needed basis. Families will need to sign up for extended care for the days/times needed on a semester basis. The fall semester will run from August through December. In December, changes/additions/subtractions can be made for the spring semester extended care which will cover January through the end of school.

Our drop off and pick up policies will be changing to follow CDC and DHEC advised best policies including temperature checks and social distancing. We will be limiting visitors (including parents and guardians) entering the school.

All adults on school premises will be required to wear masks, including at drop off and pick up. There may be times when children will be required to wear a mask, for example, if a child feels ill while at school they will be required to wear a mask while waiting for a parent/guardian to pick them up. At other times, children may wear masks but it will not be required (more details in the handbook). Please read the handbook and new policies carefully, our ability to open and remain open next year depends on all of our families faithfully following new policies.

### **COVID-19 Related Closing**

We have carefully considered our operating procedures for the next year. We recognize that EDS plays a significant role in the lives of our students and their families. We plan to remain physically open as an essential business as much as possible. We do plan to be remain open even if the local school districts conduct school using distance learning models. There is extensive information on our COVID-19 closing policies in the handbook.

### **Construction News**

Good news! Our new playground is installed and functional and we are excited to welcome our students on it starting in August. Other construction at Holy Trinity is on-going due to weather delays. Updates to pick-up and drop-off procedures will be communicated by the Acting Director and any new policies will be related as we are able to utilize new space.

Grace and peace to you,

Mtr. Suz Cate, Rector & Head-of-School  
& Shannon Quattlebaum, Chair EDS Board

*Seeking to **love** with the heart of Christ, to **think** with the mind of Christ, and to **act** in the world as the Body of Christ.*

Mtr. Suz Cate  
*Rector*  
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