

Dear YOUR CENTER NAME Families,

Greetings from home. Hopefully this message finds you well. As our city nears the end of our first week of separation, we are mindful of the significant disruption this emergency has caused for our **CENTER NAME family**. You all have questions, and we would like to provide as much clarity as possible.

SUSTAINING OUR "WHY"

During these unprecedented times, our main objective is to make decisions that uphold our established **CENTER NAME "Why"**. Each of our **core values** is essential to our daily mission. Three in particular are highly foundational and provide ongoing clarity:

- POSITIVITY
- SUPPORT
- BALANCE

Our team members live these values through their daily work ensuring that **CENTER NAME** delivers **distinctive** and **enlightening** care for our students and their families. This outlined plan was designed with the goal of providing **positivity, support, and balance** for our staff and families while safeguarding the ongoing sustainability of our organization.

GOVERNMENT DIRECTIVE

Over the weekend, we were at last provided with the **Guidance for Child Care Centers, Child Care Homes, and Early Education Programs** document mandating that:

- All "child care **centers**" **close their doors** as of **March 21, 2020**
- Ongoing center care can only be provided for children of "**critical emergency workers**" within a facility holding an **Emergency Child Care License**

In response, **CENTER NAME** will be **required to remain closed** until further direction from the city and state. We will continue to monitor updates and be in contact as necessary.

Please contact us if:

- Your occupation falls within the "**critical emergency workers**" category
- You are interested in the possibility of **receiving Emergency Care**

WHAT WE **HAVE BEEN DOING** FOR YOU & YOUR CHILD

During this week of separation, our administrative and teaching teams have been working hard to:

- Build a predictable routine of age appropriate:
 - **Curriculum**
 - “**Parent Friendly**” Lesson Plans & Supplemental Activities/Worksheets - weekly/email
 - Teacher Lead **Learning Activities** - AM & PM/social media
 - **Story Time** from Around the World - AM/social media
 - **Virtual Zoom Playdates**
 - 30 minutes each - daily/emailed schedule
 - **Parent/Child Daily Activity**
 - Infant/Toddler & Preschool - AM/social media
 - **Extra-Curricular Activities**
 - Music Classes with **TEACHER NAME!** - AM/social media
 - Dance Classes with **TEACHER NAME** - Tuesday & Thursday PM/social media
 - Yoga Class with **TEACHER NAME!** - Friday PM/social media
 - **Links**
 - Virtual Field Trip Links - late afternoon/social media
 - POD Cast Links - nap time/social media
 - Parent Survival Tip of the Day! - daily/social media
 - **FREE Membership to BrainPOP Jr.**
 - <https://jr.brainpop.com>
 - Username: XXXXXX
 - Password: XXXXXX

These were designed to provide our families with virtual support and social emotional connection. This plan is a work in progress that will continue to evolve and develop over time. We have received positive feedback regarding these opportunities for engagement. Please continue reaching out with ideas and suggestions!

WHAT MORE CAN BE DONE

While this plan is heartfelt and helpful, we recognize that these efforts aren't a replacement for the daily care, interaction, and instruction you

were used to receiving while attending *Kids' Work*. In an effort to provide further support we will:

- Remain open during our **2020 4th of July holiday** closure week

It is our hope that this will provide parents with the opportunity to attend work without interruption once this crisis is resolved.

Additionally, after negotiating the temporary deferment of certain fixed costs and significantly adjusting our financial plan we are able to offer:

- **Discounted April Tuition:**
 - 28% discount for single student families
 - 37% discount for multiple student families

This plan will allow us to **maintain the ongoing employment of our beloved staff**, continue **sponsoring their health insurance benefits**, and **cover some of our organization's fundamental fixed expenses**.

Furthermore, should *small business relief aid* become available through programs such as the pending **CARES Act**, *Kids' Work* will gladly pass along additional support if subsequent months of separation are required.

PREPARING TO REOPEN

Maintaining the **ongoing sustainability of our CENTER NAME community** as well as remaining **poised, healthy, and ready to reopen as seamlessly as possible** is our goal in implementing this plan.

Providing **substantial continuity of care** while we are separated and again upon reopening **will be vital in the successful and comfortable reentry process** post Covid-19. Please know that **our staff members are the backbone** of this plan and **maintaining their ongoing employment throughout this process is imperative**.

We are here for you and your family, so please don't hesitate to reach out with any further questions or concerns you may have. We will plan to check in with our families the week of **April 13th** to discuss **future planning**.

Thank you for your continued support, and understanding,

NAME NAME

Owner/Executive Director

LIST CONTACT INFO