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March 25, 2020

To all our Honey Tree Families:

First, I want to thank you so much for your continued support of Honey Tree Preschool. We love having your family as part of ours!

Responding to the coronavirus feels like we are chasing a moving target. Planning ahead seems futile. I am working closely with over 800 childcare owners, the SBA and the Office of Early Childhood (OEC) to do what is right. As a team, we are monitoring the CDC, and ALL CT Government orders, press releases, tweets, etc. We are on top of the latest news out there. Significant announcements just this past Monday by the President, Governor and OEC have changed the landscape again.

We are OPEN, because we are being encouraged to do so by the OEC and Governor. Currently there is no sign of state-wide or city/town wide childcare closures any time soon. The schools that are closing in town are doing so voluntarily or out of necessity. I have spoken with some owners whose staff are simply not willing to come to work. Without our teachers, we cannot open. Our teachers are here for you and your family. They are lovingly coming to work. Some of them have even volunteered to reduce hours or take unemployment to allow others to work. As a team, our staff is doing their absolute BEST to keep Honey Tree open for those in need of care.

Our added measures for reduction/assistance to our overhead to remain open have been:

- Cancelling/limiting subscriptions
- Cancelling/limiting Deliveries
- Our Assistant Directors have volunteered for a reduction in pay, while working overtime every week
- As the owner, I am not taking any money from the business from myself or my family
- We are researching SBA and other small business loans as well

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During these unprecedented times, our main objective is to make decisions that uphold our established core values: Support, Caring, Enthusiasm, Respect and Growth.

Support:

- ✓ Supporting healthy children and families. We continually monitor the health and safety directives of the CDC and OEC for childcare centers and implement best practices.
- ✓ Supporting our families' childcare needs.
- ✓ Help families meet the changing / additional demands they are facing and trying to be part of a family's solution, and not another challenge.
- ✓ Supporting our staff - We value our staff as the most valuable part of HTP.
- ✓ Supporting OUR relationships. Our relationships with our families has extended and will extend years longer than the coronavirus!

Caring:

- ✓ We care for and about your family, your health and safety and financial health as well - All the ways this virus is affecting you!
- ✓ We care for the staff's physical, mental and financial wellbeing
- ✓ We care for the community - and as such are open to provide care for essential workers during this time. (Please see list of essential workers - at the end of this letter)

Enthusiasm:

- ✓ Anyone who has walked through our doors or participated from home can see that we ARE excited to be able to serve at this time.
- ✓ We will continue to develop at home packets, involve everyone from home and provide ideas for parents to make their time at home special.

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Respect:

- ✓ Whether you are new to the HTP family or have been a member for 3, 5, 10+ years, we respect our relationship, your family and your personal situation.
- ✓ If we have strained that relationship in any way in the past 2 weeks, please accept my personal apology. We've never dealt with ANYTHING like this before. Please allow us to make it right.
- ✓ We respect all families at Honey Tree and want to personally thank EVERY essential worker for keeping our community going. THANK YOU.
- ✓ We respect all the families who are keeping their children home as a way to minimize the spread of this virus.
- ✓ We respect all the teachers who are making it possible for HTP to provide essential services - and doing way more to extend these resources to families at home.
- ✓ We respect that not everyone is employed or working at full salary at this time and want to be here to help.

Growth:

- ✓ We are doing everything to make sure your children learn and grow during this time.
- ✓ Our staff are ALSO learning and growing - who knew Zoom circle would be so much fun?
- ✓ As a small business, we aspire to grow from this experience. We have already bonded more closely as a team by working together to provide additional resources for our families. We expect many more challenges in the next few weeks - and these challenges will result in personal growth as well.
- ✓ Our GOAL is to learn and grow - and be even stronger when this is all over.

Together, we want to work to be the same, cozy, family-oriented school you know and love -with the same staff and amenities!

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I am confident that relief for small business is on the horizon. However, I cannot base financial decisions on information that has yet to be released.

As I am sure you are aware, your tuition is our ONLY source of income. We rely on it to pay our staff and all our bills.

In an effort to address the many concerns of our families and taking into consideration our staff, our bills and ALL of our core values. We are proposing the following options, with regard to tuition:

If your child is attending Honey Tree at this time, we will remain open and will continue to collect tuition per our contract. We intend to provide a financial THANK YOU for your essential work as soon as we have the means!!!!

If your child is NOT attending Honey Tree, either because you are working from home, or for social distancing purposes, we are asking people to pick an option that is best suited for their family and your personal financial position:

1. Reduce your tuition, during this time, to 50%. This will hold your child(ren)'s spot and keep your contract and everything the same - nothing (except reduced tuition) will change.
2. Withdraw your child(ren) from the program with 1 months' notice (per our contract). You would pay in full for the next 2 weeks and forfeit your deposit. *Please note we respect your decision and want you to know when you are ready to re-enroll, we will collect a new registration fee and deposit, and tuition will be based on current market price.*
3. **Please read this last option:** You can continue to pay full price for your child(ren)'s spot and support HTP at this time. Once we are back in full swing, we will honor the 50% discount for ALL the week's your family supported us. Beginning Monday, you will receive a 50% tuition credit for each week you continue to pay full tuition. *We will likely need a little time to honor this in it's entirety- maybe a FREE week (2 weeks' worth of the discount) every month, or something like this. KNOW FOR CERTAIN - your support will NOT go unnoticed or unrewarded.*

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I have attached a form for each family to complete. Please indicate your plans for your family at this time. Whatever you decide, we RESPECT your decision. And, your children are welcome to join us via Zoom as long as you like.

Thank you from ALL of us at Honey Tree!

Sincerely,

Danielle Gallop

**PS: We will continue to send updates as we get more information and clarity.
Wishing you and your family lots of good health!**

**PPS: LOOK FOR A TIME SCHEDULE FOR LIVE ACTIVITIES AT BOTH SCHOOLS -
WE ARE JOINING FORCES TO PROVIDED ADDED VALUE FORE EVERYONE.**

For the most up-to-date information from the State of Connecticut on COVID-19, including an FAQ and other guidance and resources, residents are encouraged to visit ct.gov/coronavirus.

Individuals who have general questions that are not answered on the website can also call 2-1-1 for assistance. The hotline is available 24 hours a day and has multilingual assistance and TDD/TTY access. It intended to be used by individuals who are not experiencing symptoms but may have general questions related to COVID-19. Anyone experiencing symptoms is strongly urged to contact their medical provider.

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Essential Workers in the State of CT:

1. Essential workers in the 16 Critical Infrastructure Sectors, as defined by the federal Department of Homeland Security unless otherwise addressed in a prior or future executive order pertaining to the existing declared public health and civil preparedness emergency.

2. Healthcare and related operations including:

- biotechnology therapies
- consumer health products and services
- doctor and dentist offices
- elder care, including adult day care
- health care plans and health care data
- home health care workers or aides
- hospitals
- manufacturing, distributing, warehousing, and supplying of pharmaceuticals, including research and development
- medical marijuana dispensaries and producers
- medical supplies and equipment providers, including devices, diagnostics, services, and any other healthcare related supplies or services
- medical wholesale and distribution
- nursing homes, or residential health care facilities or congregate care facilities
- pharmacies
- physical therapy and chiropractic offices
- research and laboratory services, including testing and treatment of COVID-19
- veterinary and animal health services
- walk-in-care health facilities

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3. Infrastructure including:

- airports/airlines
- commercial trucking
- dam maintenance and support
- education-related functions at the primary, secondary, or higher education level to provide support for students, including distribution of meals or faculty conducting e-learning
- hotels and other places of accommodation
- water and wastewater operations, systems, and businesses
- telecommunications and data centers
- transportation infrastructure including bus, rail, for-hire vehicles and vehicle rentals, and garages
- utilities including power generation, fuel supply, and transmission

4. All manufacturing and corresponding supply chains, including aerospace, agriculture, and related support businesses

5. Retail including:

- appliances, electronics, computers, and telecom equipment
- big-box stores or wholesale clubs, provided they also sell groceries, consumer health products, or operate a pharmacy
- convenience stores
- gas stations
- grocery stores including all food and beverage retailers
- guns and ammunition
- hardware, paint, and building material stores, including home appliance sales/repair
- liquor/package stores and manufacturer permittees
- pharmacies
- pet and pet supply stores

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6. Food and agriculture, including:

- farms and farmer's markets
- food manufacturing, processing, storage, and distribution facilities
- nurseries, garden centers, and agriculture supply stores
- restaurants/bars (provided compliance with all applicable executive orders is maintained)

7. Services including:

- accounting and payroll services
- animal shelters or animal care or management, including boarding, grooming, pet walking and pet sitting
- auto supply, repair, towing, and service, including roadside assistance
- bicycle repair and service
- building cleaning and maintenance
- child care services
- critical operations support for financial institutions
- financial advisors
- financial institutions, including banks, credit unions, and check cashing services
- funeral homes, crematoriums, and cemeteries
- insurance companies
- laundromats/dry cleaning
- legal and accounting services
- mail and shipping services
- marinas and marine repair and service
- news and media
- real estate transactions and related services, including residential leasing and renting
- religious services (subject to [Executive Order 7D](#) limiting gatherings to 50 people)
- storage for Essential Businesses
- trash and recycling collection, hauling, and processing
- warehouse/distribution, shipping, and fulfillment

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8. Providers of basic necessities to economically disadvantaged populations including:

- food banks
- homeless shelters and congregate care facilities
- human services providers whose function includes the direct care of patients in state-licensed or funded voluntary programs; the care, protection, custody and oversight of individuals both in the community and in state-licensed residential facilities; those operating community shelters and other critical human services agencies providing direct care or support social service agencies

9. Construction including:

- all skilled trades such as electricians, HVAC, and plumbers
- general construction, both commercial and residential
- other related construction firms and professionals for essential infrastructure or for emergency repair and safety purposes
- planning, engineering, design, bridge inspection, and other construction support activities

10. Services necessary to maintain the safety, sanitation and essential operations of all residences and other buildings (including services necessary to secure and maintain non-essential workplaces):

- building cleaners or janitors
- building code enforcement
- disinfection
- doormen
- emergency management and response
- fire prevention and response
- general maintenance whether employed by the entity directly or a vendor
- home-related services, including real estate transactions, closings, appraisals, and moving services
- landscaping services and outdoor maintenance, including pool service
- law enforcement
- pest control services
- security and maintenance, including steps reasonably necessary to secure and maintain non-essential businesses

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- state marshals

11. Vendors that provide essential services or products, including logistics and technology support, child care, and services needed to ensure the continuing operation of government agencies and provide for the health, safety and welfare of the public including:

- billboard leasing and maintenance
- child care services
- essential government services
- government owned or leased buildings
- information technology and information security
- logistics
- technology support

12. Defense

- defense and national security-related business and operations supporting the U.S. Government or a contractor to the US government

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Child's Name (s) _____
Todays Date _____

Option 1

Please know that I will keep my child(ren) home during this uncertain time. I will return when things are back to normal. In the meantime, I will pay 50% of tuition to hold my child(ren)'s spot:

Parent(s) Signature: _____

Option 2

After careful consideration, we have decided to withdraw our child/children from the program. Per our contract, we are providing our 30-day notice and are responsible for 2 weeks' tuition and that with a \$0 balance after these 2 weeks, our deposit will be used for the remaining 2 weeks.

Parent(s) Signature: _____

Option 3

At this time, I would like my account to be billed in full, even though my child(ren) will remain home with me. I understand that once HTP is back to normal I will be discounted 50% for each week I opt to pay tuition in full beginning the week of 3/30.

Parent(s) Signature: _____