

Dear Families,

In response to the State of Emergency issued by Cortland County and the directives of the Cortland County Health Department, **we will be CLOSING at 5:30 tomorrow, Tuesday, March 17th**. As providers, we have been given clear direction to provide child care ONLY to children of employees deemed essential in maintaining needed services and resources in the community during this pandemic. The attached letter is being distributed to every childcare center in Cortland County – but I have also included details and a timeline for our Center specifically.

Tuesday, March 17th, 5:30pm: All childcare centers in Cortland County will be closing until at least April 13th. **PLEASE REMOVE EVERYTHING FROM YOUR CHILD’S CUBBY** to help us with cleaning - take clothing and blankets home to wash

Wednesday, March 18th: All childcare centers in Cortland County will be CLOSED to everyone. Staff is being asked to come in to help clean the center, regroup and formulate a plan for going forward.

Thursday, March 19th: Centers will begin providing care to children of “essential” staff ONLY. **The ONLY way your child will be able to attend is if you are a First Responder, a physician, or have been deemed essential to your company’s role in combating the COVID-19 virus (written documentation MUST be provided from your employer).** **THERE WILL BE NO EXCEPTIONS.**

Tuesday, April 14th: Regular programming resumes for all children. This date is tentative, and may change as the situation continues to evolve. Please watch for more details through our Facebook page and the Remind App (direction to join are attached).

****Families with children not able to attend our programs during this time will not be asked to pay full tuition. A \$50/week fee will be charged for each child (\$25 for each additional child if you have more than one here) to hold children's spots until regular programming can resume****

****Some staff members have offered to babysit for children from the Center during this time. A list of contact info for these staff will be sent out tomorrow.****

Thank you,

Jenny

