

March 16, 2020

Dear Parent,

In response to the State of Emergency issued by Cortland County and the directives of the Cortland County Health Department, the Child Development Center, SUNY Cortland Child Care Center, CAPCO Head Start and Early Head Start and the YWCA Cortland Daycare and School Age programs will **close** at the end of the day on Tuesday, March 17th. **Providers have been given clear direction to provide child care to individuals identified as essential personnel only in maintaining needed services and resources in the community during this time. We will work to establish best operating protocol under the emergency directives and centers plan to re-open on Thursday, March 19th to serve only essential personnel identified by Tier 1 employers.** At this time we plan to operate under the directives identified by the County and plan regular programming to resume April 14th.

Eligible employers were notified March 15th to start the selection process. **Tier 1 employers include emergency response professionals, medical professionals, childcare professionals, etc.** Please contact your employer to determine if they are a Tier 1 employer and the steps you must take to receive written documentation that you meet the criteria for care under the emergency directives.

The provider community will not be able to provide care to any family without written notice from the employer directly.

Families with children not able to attend our programs during this time will not be asked to pay full tuition. A nominal fee will be charged by each daycare program for each family to hold children's spots until regular programming can resume.

We are doing everything in our power to provide quality child care to working parents working within the County mandates and we appreciate your cooperation.

In Solidarity,

Cortland County Child Care Centers