

[DATE]

Dear Parent,

We are writing today to inform you that we will be closing our child care center at the close of business on [Effective Date] due to the coronavirus, also known as COVID-19 and also at the mandate of Kentucky Governor Andy Beshear. We know this will potentially cause a hardship on you and your family.

While we are not certain of when we will be allowed to re-open our facility to care for children, we will continue to communicate with you during closure and informing you with the latest information we are receiving from local and state leaders. We want to encourage you and your family to stay healthy during our closure.

During the closure, we encourage you to follow the suggestions below:

- Stay home if you're sick.
- Cover your coughs and sneezes with a tissue (or sleeve), and then throw the tissue in the trash.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect surfaces that are often touched.
- Avoid close contact with people who are sick.
- Take care of your health overall. Eat healthy and exercise to help your body stay resilient.

During the closure, we [WILL or WILL NOT] charge you tuition. You will need to add your own language here based on your decision!

Please let us know if we can be of assistance to you and your family during this COVID-19 pandemic. If you are looking for learning activities for your children, please check out resources provided through our local school system and other community partners. While this is not ideal for any of us, we also know it is necessary to reduce spreading of the virus.

We encourage you to stay in touch with us during the closure as we will continue to communicate with you regarding a reopening date and other information relevant to you and your child(ren).

We love you and your children and will miss seeing you during this mandated closure.

Sincerely,

[INSERT NAME]