Dear Families,

As you are aware, the COVID-19 also known as the Coronavirus has resulted in public health emergency in Wisconsin. As a result, we are reevaluating our policies and procedures to do everything we can to maintain the health and safety of the children and staff in our center. We understand everyone works in a different environment and encounters many people throughout the day. I also know that we don’t always know when we are sick, but still can be contagious. The most current recommendations to protect yourself and others are:

1. Wash your hands often and well. Avoid touching your eyes, nose, and mouth whenever possible.
2. Avoid close contact with anyone who is sick.
3. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
4. Refrain from handshaking, turn lights on with elbows, try to open doors with paper towels or shoulders.
5. Stay home if you are or become sick other than to seek medical attention.
6. Wear a facemask if you are sick, this helps to lower the risk of spreading and illness.
7. Clean and regularly disinfect high touch traffic areas. An affordable option is use household bleach. To make a bleach solution, mix:
	1. 5 tablespoons (1/3rd cup) bleach per gallon of water
	OR
	2. 4 teaspoons bleach per quart of water
	3. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

What we ask of you to support our program is:

1. Stay home if you are sick or become exposed to the Coronavirus.
2. Keep your child home if they are sick or become exposed.
3. When entering the program immediately wash your hands and your child’s hands.
4. We understand your child needs high quality care and you need to be able to attend school or work. In effort to stay open and keep everyone safe, we will increase our cleaning and sanitization procedures of our classrooms. We already practice handwashing, but we be diligent in helping your child wash thoroughly and frequently and sanitize toys and other play materials daily.

That being said, if a directive is given by the State of Wisconsin, The Department of Children and Families, Department of Public Health, or another governing agency, we will close as instructed up to and including the recommended length of time.

Our current policies regarding tuition payments do remain in affect which are:

*Insert here*

While we understand this may be a hardship, it is essential to the financial stability of the program.

We will continue to update you on any possible precautions or closings due to Covid-19 as additional information is disseminated. If you have any comments, suggestions, questions, or concerns, please let me know. We want to be as helpful as possible while still keeping children, other families and our staff safe. We all have to work together now more than ever to keep everyone safe.

Thank you for your support and cooperation in these matters.