

March 14, 2020

School Closing Memo:

With the recent initiatives our state is taking to prevent the spread of the COVID-19 Coronavirus, we understand that care for your young children may be changing. As always, we highly encourage you to determine alternate day care options.

Should you need to stay home to care for your child(ren) in this situation, it will be treated just like any other day care issue. You may take PTO if available and approved by your Supervisor or take time away unpaid.

As per our **Operational Guideline for Pandemic Events**, for a limited duration, dependent state and local actions, we will suspend normal attendance standards so staff may care for school-age children without fear of reprisal.