



# ST. JOHN

EARLY CHILDHOOD CENTER

March 18, 2020

Dear Parent or Guardian:

In these challenging times with many unknowns ahead, please know that the health and safety of our school families, staff, and community is always our number one priority. With this in mind, we are continuously monitoring the evolving COVID-19 outbreak and taking the necessary precautions as outlined by the CDC and local health officials. We are aware that the closing of our school has presented a hardship for many of our families who rely on us for childcare. As a result, many of you have questions regarding the re-opening of our school and refunding of tuition and/or paying tuition going forward. This letter will serve to try and answer these questions.

With regards to opening/closures, we will continue to follow the recommendation that school remain out of session through April 10<sup>th</sup>. We will, of course, re-evaluate at the end of that time period to determine if it is safe for school to resume on April 13<sup>th</sup>. This decision will be based on precautionary measures as outlined by the CDC and local health officials.

With regards to tuition refunds, March tuition will not be refunded. However, you will not receive an invoice for April tuition. With the anticipated re-opening of school on April 13<sup>th</sup>, half of the March tuition (not utilized) will cover the days remaining in April. Of course, if school does not re-open, we will again have to evaluate the handling of tuition going forward. We have also decided that May tuition will not be due on April 15<sup>th</sup> as outlined on your child's financial contract but will instead be due on May 1<sup>st</sup>.

As always, if you have any questions regarding the above, please do not hesitate to contact us. We will continue to provide you with open lines of communication as we navigate these challenging times. Please know that all of our school children and their families are in our prayers.

Sincerely,

Tiffany Bunker  
Director  
St. John Lutheran ECC