



## **MEMO REGARDING CONRONAVIRUS (COVID-19)**

ECC Families,

In regards to Coronavirus (COVID-19) and its effects on countries around the world and the current changes it has caused to our daily lives as well as the unknown effects it may have on our community in the future, Presentation ECC Administration, would like to take a few hours on Monday to disseminate information and talk with our teachers and staff about what we are currently doing to prevent and limit the spread of the virus and what we may need to be doing in the future and how we are communicating information to our families. As you know our program does not take a spring break and we are open from 6:30 AM until 6:00 PM so we are needing to find a time we can pull all teachers and staff together with the least amount of impact to our families and our staff. We have determined the best course of action will be to close our building early on Monday, March 16. We are asking for all families to have their students picked up by 2:30 PM on Monday. We realize this is not a lot of notice, however with how rapid changes are happening from day to day we feel it is important to come together as soon as possible. We apologize for any inconvenience this causes our families. Our intention is for us to be able to help our staff and teachers promote a climate of calm preparedness versus misinformation and panic. Thank you for your continued support of our program and feel free to contact me if you have any questions or concerns.

Thank you,

Catherine Koob  
Director