

Dear Families,

Thank you for your continued patience as we work diligently to sort through all of the information being presented by various resources regarding COVID-19. At this time, we have NO cases of COVID-19 at Honey Tree and are trying to come up with the best practices to do our part to keep the virus at bay. This letter may be lengthy, but we are attempting to be as thorough as possible in the information that is being passed along, please take the time to read the document in its entirety.

Upon consultation with other centers, recommendations by the CDC and other government officials and what we feel is in the best interest and safety of our staff and families we are planning to implement the following policies and procedures effective Monday, March 16th.

Honey Tree will remain OPEN as long as we feel that it is in the best interest and safety of staff and families, and as long as the State of New Hampshire allows.

We will delay opening until 7am for the foreseeable future to allow for more staff to be present as we are putting the following drop-off and pick-up procedures into place:

We will be doing a door-to-door drop-off and pick-up. There will be staff members assigned to the front of the building to take kids out of cars in the morning and to load children into cars in the afternoons/evenings. This policy will allow for a control of what adults are entering the building.

In an effort to control germs coming into the building, we will not be offering care for school-age children while they are out of school. At this time, we will not be charging after school families and will reassess after March 27th. Hopefully, schools will be able to resume after a two-week period and we will be able to again accommodate before and after school care.

Payments

No vacation weeks will be allowed to be used during this time period. We understand that it is a stressful time for everyone, however, we ask that you please remember that we are also trying to take care of our employees. Our core 13 staff members are not salaried and are hourly employees. At this time, by not allowing families to use vacation weeks, it will allow us the opportunity to continue to pay staff.

As an alternative to vacation weeks and to try to ease some of the burden on families, we have chosen to adopt the following:

There will be no credits given for the upcoming week (March 16th)

As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder.

If you are able to work from home and choose to keep your children at home you will be required to pay 1/2 of your normal weekly tuition in order to retain your spot. Currently we are offering this for a two week period. After two weeks, in order to guarantee your spot, you will need to return to paying in full.

If you are laid off or are part of a reduction in staffing and choose to keep your child at home you will be required to pay 25% of your normal weekly tuition.

We will require proof of reduction from your employer.

This will be re-evaluated every two weeks and may require additional documentation.

If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.

At this time, if the State forces a closure for an extended period of time, tuition will still be due in order to retain a spot for your child.

Health and Safety Policies

All tours and visits have been suspended until further notice to reduce the amount of unknown visitors into the building.

Children and staff will be required to wash their hands immediately upon entering the building and continuously throughout the day. When children are taken from parents cars at drop-off they will be escorted into the front bathrooms where their hands will be washed prior to being brought to their classrooms.

Classrooms have been undergoing additional cleaning and these procedures will continue to be in place.

We are asking that parents please provide their own silverware or plasticware for their children. We will no longer be washing dishes, tupperware or silverware in order to reduce potential cross-contamination.

Upon recommendation from the State of NH, if children have a fever of 100 degrees or higher they will be sent home.

The State of NH and Child Care Licensing have allowed for some flexibility in licensing rules that help to make emergency plans. We will keep the doors to the building locked at all times to prohibit any visitors, solicitors, deliveries from entering the building.

If you have travelled by plane, train or ship domestically or internationally (this pertains to staff as well) children will be excluded from care for a 14-day period.

All classrooms will remain separated in order to reduce the numbers of children in one area. Large groups will be limited to 20 children or less.

** Although these policies and procedures are appropriate for the time being, this is a fluid situation and the policies and procedures may change at any given time. **

Again, we want to thank you for your continued patience, understanding, flexibility and commitment to Honey Tree. We are working hard to ensure that everyone's safety, health and well-being is being met and maintained to the best of our ability. We are looking forward to continued open lines of communication and working through this difficult situation together.