

March 16, 2020

Dear NDCC Families,

The Board of Directors of Northern Door Children's Center met this evening to discuss the latest information on the COVID-19 virus. We all understand that this is a rapidly changing situation. The best-laid plans may be altered at a moment's notice. Below is the plan going forward for March 17, 2020.

- Northern Door Children's center will remain **OPEN**, following the recommendation of The Wisconsin Department of Children and Families (DCF), the Wisconsin Department of Health Services (DHS) and the Wisconsin Department of Public Instruction (DPI) memo issued March 15, 2020. We are guided and specifically mentioned by these departments because child care centers are vital services.

The recommendation is as follows:

“The purpose of this memo is to provide guidance to child care, Head Start, and 3K/4K programs. **At this time, we recommend all programs remain open, unless remaining open is not feasible based on the guidance below and until such time the program has a known positive case, or close contact with a known positive case, at which point we recommend you work with your local public health department to assess next steps.** These programs operate on a much smaller scale than public and private schools with fewer people in congregate settings.”

We are in regular contact with the Door County Health Department and as of today there are **no** known cases in Door County.

- Any families choosing not to attend are at liberty to discontinue their childcare contract. The two week notice period will be waived and fees will not be applied for contracted days after the contract is discontinued. We respect every family's decision to attend or not attend during this time. All re-enrollments will be coordinated through the Administrative Coordinator and will depend on availability. As always, we will do our best to accommodate everyone's needs.
- The After School/School Age Program is discontinued as of Monday, March 16 and will not resume until Gibraltar Area Schools are back in school session and NDCC has adequate staffing/resources to resume.
- Our goal is to limit the number of people entering the school facility. With this in mind, the entry doors will be locked during all school hours and entry will be allowed to only essential personnel. Families can assist by sending consistent drop off/pick up people.

- Any family member or NDCC staff that have traveled outside of the State of Wisconsin will need to inform the Center Director and be prepared for non-attendance at NDCC for a 14-day period.
- When there is a confirmed positive case of the virus in Door County, or at the discretion of the Board of NDCC, the children's center will close, and work with the Door County Health Department on next steps.
- Re-opening of the Center will be determined by the situation and direction from health and regulatory officials and at the discretion of the NDCC Board.

Thank you to all of you for being calm, reasonable, and respectful throughout this time. Please stay safe, take care of each other and be well! You are our family and we love you.

Feel free to contact us by email or phone.

Sincerely,

Cindy Trinkner-Peot
Executive Director
Northern Door Children's Center