

March 16, 2020

(Updated January 2022)

Emily's Child Care - 951-676-7030 - Emily@EmilysChildCare.com

**Regarding Coronavirus (COVID-19), possible quarantine or closure:**

During this pandemic we are all trying to remain educated to make sure we are taking the right precautions. I am taking measures to protect myself and all the children in my care, this includes getting the COVID-19 vaccination and booster, wearing a mask, washing hands and sanitizing the daycare area often.

If *you or your child* has ANY symptoms - such as fever (over 99°), cough, runny nose, sneezing, or generally feeling unwell - you must keep them home. Children may also carry the virus with no symptoms, so it's important to keep them home if *anybody* in your household has any symptoms.

My contract states that two weeks notice is required if your child will be removed from daycare, and any payment that is *due within* those last two weeks must be paid.

**New payment clause:**

Due to this pandemic, child care may be effected by the requirements of quarantine in the event of exposure to me or any children, or new emergency laws that may come into effect. I currently plan to stay open, but temporarily closing may be necessary at some point. I have implemented an additional two week payment requirement clause to my contract if I am forced to close as a result of this pandemic. **A full two weeks payment will be due for any payment due within the first two weeks that daycare is closed.** *In addition, if a closure is extended past that first payment period, your contracted rate will be reduced to half your regular payment.* This reduced payment will save your child's spot and ensure readmission when it is safe to reopen. You can opt to not save your child's spot if you do not plan on resuming child care when it is safe to reopen, in which case *an additional two week payment will be due to terminate the contract.*

Your cooperation will make it possible for me to maintain my place of business so you will still have your child's daycare spot as things return to normal.

Let me know if you have any questions or concerns. I appreciate all of your support.

Sincerely,

Emily Dingwall

I, \_\_\_\_\_, parent or guardian of \_\_\_\_\_, have read the this letter and contract clause. I understand fully what is required in the event of daycare closure as a result of the Coronavirus / Covid-19 pandemic.

Signature \_\_\_\_\_ Date \_\_\_\_\_