



**March 17, 2020**

Dear Families,

Thank you for your patience and understanding during these uncertain and ever-changing times. We wanted to take a moment to share a few important updates with you.

At New Horizon Academy, our top priority will always be the health and safety of the children entrusted to our care, their families, and our staff. We continue to evaluate and enhance additional health and safety procedures in order to keep your child, your family, and our staff as safe as possible during the COVID-19 pandemic. As a result, in addition to the previous measures and protocols we communicated with you, we are adding the following:

- Whenever possible, our teachers will meet you at your child's classroom door for pick-up and drop-off. Please do not enter your child's classrooms unless absolutely necessary.
- We are limiting the number of adults in our classrooms. We have suspended our enrichment program specialists, photographers, and other visitors to our classrooms.
- We have removed the end-of-day take-home snack to reduce the risk of spreading germs.
- We will stop using our muscle/great rooms to help reduce exposure to other children not in your child's classroom.
- We will allow only one classroom at a time on the playground.
- Our teachers are role modeling and reviewing handwashing procedures and curriculum with children.
- We will reduce class size as much as possible.
- We have lowered our exclusion guidelines to 100.4°F.
- We have enhanced our efforts to sanitize our classrooms and all other high touch areas.
- **As an extra precaution, we ask that you take your child's temperature and your temperature prior to coming to school. If you or your child has a fever of 100.4°F or higher, we ask that they stay home in order to protect the health and safety of our children and staff. Thank you for taking this extra step to protect the health and safety of every child in our care.**

We will continuously evaluate all of our measures and protocols and provide updates, as needed, in an effort to provide you with additional assurance that we are maintaining the best possible environment for your child while we navigate this unprecedented time together.

Additionally, we are working daily with federal and local government and health officials, other childcare providers, and our national industry associations to create even more ways to protect you and your children and their teachers against the impact of the COVID-19 virus. For instance, the Governor recently agreed that for child care providers who remain open during time, if a staff becomes ill and needs to be tested for COVID-19, the State of Minnesota will prioritize the testing of these staff in their labs.

Our family cares about your family, and we want to support all families as you deal with the complexities of this unique situation. Our doors are open for all of the hardworking families who depend on New Horizon Academy to care for and educate their child. We are here for you and your family.

We also understand that some of you may decide to keep your children at home during this time. The situation has rapidly changed since our last communication on Sunday. We understand that many of our families are facing significant financial challenges with recent closures and lay-offs. As a result, if you choose to keep your child at home, beginning March 23, 2020, because of concerns around COVID-19, your family will not be charged tuition. We are a family-owned and operated organization, and we are all in this together.

Please know that as we make decisions, your child, your family, and our staff are top of mind, and we promise to stay in close communication with you on all new developments and updates. We cherish the relationship we have with your family, and we promise constant vigilance against this virus. These are unprecedented times yet, we are confident that together, we will weather this storm, protect the children, support our teachers, and emerge strong and healthy on the other side for better days ahead.

At any time, you can visit the [Navigating COVID-19 at New Horizon Academy](#) page on our website to see all precautions we are undertaking. If you have any questions or concerns, feel free to contact me.

Sincerely,

Director