

The below is a templates are provided as a resource for Early Childhood Education Programs to use if programs have made the decision to close due to COVID-19. The first template is directed toward the ECE staff in a program and the second is a template that can be used to send to families. This is meant only as a resource as ECE programs should consider how best to communicate with their school families and teaching staff.

Highlighted Items = dependent on situation

PROGRAM CLOSURE TEMPLATES

Subject Line: Important - [PROGRAM NAME Closing]

Dear PROGRAM NAME Staff,

Today we made the decision to close PROGRAM NAME beginning DATE due to a positive case of the coronavirus, or COVID-19. PROGRAM NAME is scheduled to reopen DATE, however, we will notify you as soon as possible if this changes *[or if timeline unknown-]*. All decisions have been made in conjunction with our [State and/or local health department]. During the closure, our program will undergo extensive cleaning, in accordance with CDC guidelines, and we will continue to monitor the COVID-19 situation in our community.

If there is additional facts to add, they can be added here. Examples may be options staff have during this time like how to file unemployment, use personal days or other options for staff to continue to receive a paycheck, opportunities to maintain some hours doing cleaning or other essential tasks while closed, etc.,

Our top priority is the health and safety of our children, staff, and families. We are committed to supporting everyone through this closure and look forward to reopening once we receive more information. If you have additional questions, please let CONTACT NAME know.

CENTER CLOSURE TEMPLATES

Subject Line: Important - [PROGRAM NAME] Closing

Dear PROGRAM NAME Families:

Today we made the decision to close PROGRAM NAME beginning DATE due to a positive case of the coronavirus, or COVID-19 within PROGRAM NAME. PROGRAM NAME is scheduled to reopen DATE, however, we will notify you as soon as possible if this changes *[or if timeline unknown-* We recognize that this news will be concerning to many of our children and families. All decisions have been made in conjunction with our [District and/or local health department]. During the closure, our program will undergo extensive cleaning, in accordance with CDC guidelines, and we will continue to monitor the COVID-19 situation in our community.

Parents should take everyday preventive measures to help protect their family from the spread of COVID-19:

- **Avoid close contact with people who are sick.**
- **Encourage respiratory etiquette** (e.g., covering coughs and sneezes with a tissue or sleeve).
- **Encourage frequent, proper handwashing** with soap and water for at least 20 seconds or with hand sanitizer that contains at least 60% alcohol.
- **Keep your child at home if sick with any illness.** If your child is sick, keep them at home. If their symptoms worsen, contact your healthcare provider.
- **Be prepared if your child's school or childcare facility is temporarily dismissed.** Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.

- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently-touched surfaces (e.g., doorknobs, countertops, work stations) with usual cleaning and disinfection products. Follow all instructions on the product label.

If you or anyone in your family has any of the symptoms of COVID-19 (fever, cough, shortness of breath), please contact your medical provider for evaluation and care. Before you seek care, it is recommended to call your healthcare provider and describe your symptoms.

We apologize for the inconvenience of this unexpected closure. Our top priority is the health and safety of our children, staff, and families. We are committed to supporting everyone through this closure and look forward to reopening once we receive more information. If you have additional questions, please direct them to CONTACT NAME.

If you are a family who receives support through the Child Care Development Fund (CCDF) you have many options and will not lose eligibility. Please contact your local eligibility office for support and guidance during this time. They can be found at https://www.in.gov/fssa/files/CCDF_Eligibility_Office_Map.pdf or by calling 1-800-299-1627.

If your family needs assistance locating alternative child care options, please contact the Brighter Futures Call Center (1-800-299-1627) or your local Child Care Resource and Referral Agency for a child care referral. Local Child Care Resource and Referral Agencies can be identified at <https://www.in.gov/fssa/carefinder/5712.htm>.