



East Aurora Community Nursery, Inc.

(716) 652-9449

www.eacnchildcare.com

Karie Kelchlin

Executive Director

March 13, 2020

Dear Parents,

Our first priority is to keep the children, families and staff of EACN safe. We are following the recommendation of Erie County and New York State with regard to any potential shut-down in response to Covid-19, which has not yet been communicated. The Board of Directors met today and have approved a financial plan to maintain continuity of our staffing and ensure the success of the Center. In order to retain our staff and provide for their well-being, EACN will continue to pay staff for up to four weeks should a closure become necessary. EACN Board of Directors have approved the following, again, only in the event that closure becomes necessary:

If EACN is closed for one-three days, those days will be treated as Snow Days and no tuition credit will be given; and

If EACN is closed for anywhere from four days up through four weeks, EACN will credit Parents the daily rate for each scheduled day that the Center remains closed.

Please continue to follow us on Facebook, our Website, the local news at Channels 2, 4 and 7, and radio station WBEN 930 AM. We will send text messages immediately should a shutdown become necessary. If you wish to opt out of text messaging, please let us know today. We will do our best to communicate clearly, effectively and often. If you have already been ordered to work from home, know that we are here and will continue to remain open as long as we can. This is not a time for panic but for preparation.

Sincerely,

Karie Kelchlin
Executive Director

Mike Benzin
Board President