# Sample Letter Notifying Families of Child Care Closure Due to COVID-19 (for use by early childhood care and education providers)

Dear Parents and Families,

In response to the public health emergency our state faces due to the spread of COVID-19 (Coronavirus), we are closing our child care program. Our program closure is effective [MONTH DAY, 2020]. We intend to reopen our child care program as soon as it is considered safe to do so.

Our state has published a list of personnel who perform duties that are most essential to containing and treating the virus and maintaining other critical public infrastructures important to the health of the public. You may access this list [INSERT LINK TO STATE/LOCAL LIST HERE].

If you are considered an essential worker per [INSERT STATE/LOCAL AGENCY HERE] and do not have a family member or other adult who can provide safe and healthy backup care for your child(ren), you may be able to access emergency child care. Contact [STATE/LOCAL CHILD CARE RESOURCE AND REFERRAL AGENCY or [CHILD CARE AWARE® OF AMERICA](https://www.childcareaware.org/resources/map/)] to learn about emergency child care options that may be available to you.

Please let us know at once if you or a family member in your home is diagnosed with COVID-19 within the next 14 days. We will notify the families of other children in our program that their child may have been exposed to the virus. We will maintain strict confidentiality if such notifications become necessary.

We look forward to the day we can reopen and welcome you and your child(ren) back to our program. At this time, we will handle tuition payments as follows: [INSERT TUITION PAYMENT POLICY HERE AND WHETHER FULL/PARTIAL PAYMENT WILL BE REQUIRED TO RETAIN A CHILD’S SPOT IN THE PROGRAM].

We understand the tremendous challenge closing our child care program may mean for you and your family. This is an unprecedented time for our community, our nation and the world. Your family’s health and safety, the health of our program staff and our community wellbeing is important.

Sincerely,