



March 17, 2020

Dear Families:

As many of you are aware, we are closing at the end of our normal business hours today and will reopen on Wednesday, April 1. This is a decision that was not made lightly. The Executive Team (Tara, Joe and Denise) along with the Board of Directors have spent countless hours and sleepless nights discussing our options. Information and recommendations are changing rapidly. One of the most recent mandates is to limit group sizes of people to 10 or less, which severely impacts our ability to operate a safe and healthy program.

In this time of uncertainty, we have to consider our ethical obligations, which include our responsibility to you and our civic responsibility to practice social distancing. We are worried about so many things: the effect this will have on the families that trust us with their children, the future of our communities and own families, as well as our own health, jobs and income.

Our staff is being sent home with training materials, lesson plans and virtual meeting dates. In order to remain viable, and able to reopen on time, we will continue to charge tuition and pay our staff. Parents are expected to pay the March 20th invoice which covers care for the weeks of 3/23/20 – 4/3/20. You can mail tuition to:

Children's Place at the Plaza
PO Box 2102
Albany NY 12220

The Executive Team will be checking emails and voicemails on a regular basis—feel free to reach out to us with any questions or concerns throughout the closure.

If you have not signed up for our center-wide texting service, please do so immediately. The codes are as follows:

For Children's Place at the Plaza: @swanstreet

For the Crystal Room: @crystalrm

For Children's Place at State Ed: @stateed

Simply text the appropriate code to the "phone number" 81010, and you'll receive texts from our program.

We are so grateful and humbled by your positive responses and well wishes during this time. We love being part of your families and will be thinking about each of you during this time. Stay well.