

March 13, 2020

Dear PSACC Families,

As the outbreak of COVID-19 continues we feel it's important to keep our families informed on our closing procedures, updates and policy changes. Below I have outlined some modifications to our current policies.

1. If school remains in session, beginning on Monday, March 16<sup>th</sup>, 2020 and ending on March 27<sup>th</sup>, 2020 we will only charge tuition based on attendance, not your set schedule. We are encouraging families, if able, to limit their child's time in the program. We will revisit and update this policy change prior to March 27<sup>th</sup>.
2. If your child has a fever while at the program or is displaying symptoms of respiratory illness, we will contact the parent/guardian and ask that the child to be picked up from the program.
3. If you would like to review or update your emergency contact information please let us know. It's important that your contact information is up to date. Our last update was done in September of 2019.
4. We have decided to postpone our anniversary party at Chunky's scheduled for April 2<sup>nd</sup>. We will reschedule this event on a future date.

If the Pelham schools close, the program will not operate. Families will not be charged for time the program is not in operation.

Please check our website for updated information during this time. Any closures or delayed openings will be posted on WMUR-TV and on our website. While this situation is changing daily, if the need arises, we will change and/or update our policies as needed.

Contact Information:

Our website: [www.psacc-nh.org](http://www.psacc-nh.org)

Our email: [info@psacc-nh.org](mailto:info@psacc-nh.org)

Office Phone: 603-635-9733

Please reach out to us if you have any questions or concerns. We appreciate your continued support!

Sincerely,

Kathleen Dinneen  
Program Director  
Pelham School Age Child Care