

## MEMO

To: Clay Center Parents

From: Dr. Jodi Jordan

Date: March 18, 2020

Re: COVID-19

Dear Clay Center Parents,

I was notified this evening that one of our parents has been potentially exposed to COVID-19. The family will self-quarantine for the next fourteen days. Our thoughts are with the family and others who are following the Centers for Disease Control (CDC) recommendations.

I am writing to inform you of a change in our plans for closure of the Clay Center. Initially, tomorrow (Thursday) was the last day that the Clay Center would be open for on-site care. However, due to increasing concerns about the spread of COVID-19, it has been determined that it is in the best interest of the Clay Center to discontinue childcare services **immediately**. The Center will be closed beginning tomorrow morning and will remain closed until April 3, 2020.

I sincerely apologize for this late notice and any inconvenience to your family. Please know that the health and safety of all students, families, and the Clay Center staff is our highest priority. It is our hope that you will view our actions positively and as a clear indication of our goal to avoid any further threat of exposure.

Thank you for your support during this time of uncertainty. We will continue to monitor developments with COVID-19 and update you as we receive any information that will impact the Clay Center or its stakeholders. Please take care and stay healthy. Let me know if you have any further questions or concerns.

With Hornet Pride,

Dr. Jodi Jordan  
Director  
Clay Center