Dear Families,

I hope this finds you and yours well and finding meaningful ways to fill your days. I am writing to share an important update with you about payments and billing.

As you may have heard, the governor has extended the closure period for all child care, other than emergency child care for essential workers. This extended closure period officially begins April 6, 2020.

We are committed to continuing to pay our staff during this extended closure and to continue to hold slots for families. To help us do this, we are asking you to continue paying at least 50% of your regular tuition or co-pay. The state of Vermont recognizes that this closure period is difficult for both child care programs and families. If you are able to pay 50% of your regular tuition or co-pay, the state will cover the remaining 50% of your payment during the extended closure period. Please see the attached letter from the commissioner of the Vermont Department for Children and Families and the deputy commissioner of the Child Development Division. Their letter includes more information about this program and how the state is working to help families and child care programs during this time. Please reach out to me directly if you would like to discuss tuition payments.

It is our current understanding that the proposed payment relief system will not be reimbursing tuition that has already been paid in advance. Invoices will cover 2 weeks of tuition at a time and will pay the corresponding funds to us in arrears. If this changes, and we hear that prepaid tuition can be covered, then as payments are received from the state of Vermont, your account will be credited, **and a refund made**. Act 166 payments and CCFAP subsidies will continue to be paid as per usual and will remain in place.

(Include this paragraph if you are providing emergency child care to essential workers, otherwise, you can delete this section.) Essential persons using child care are expected to continue to pay 100% of their regular tuition or co-pay.

Thank you for your patience during this extraordinarily turbulent time in Vermont. We will continue to update you with new information and action steps related to our program as they become available. We are working to answer your questions as quickly as we can and appreciate your understanding. Please reach out if you would like to discuss tuition payments.

Sincerely,