Dear Members of our (Name) School Community,

We have been daily monitoring the Covid-19 outbreak. In light of President Trump’s address, along with Gov. Newsom declaring a state of emergency, we feel that it is prudent to restrict activity on our campus for the health and safety of our church and school families. This letter describes the steps we are taking immediately, but first for some context.

The facts so far show that children are at very low risk of becoming ill. Indeed, as of this moment there has not been a single death reported in the world of a child under the age of 10 dying from Covid-19. On the other hand, the elderly and infirm are particularly at risk. Mortality rates begin to climb after age 60, and those over 80 are at the highest risk.

While there is no current vaccine, there are measures to make sure you remain safe.

1. Most importantly, wash your hands regularly with warm water and soap for at least 20 seconds. Do this regularly throughout the day.
2. Limit non-essential travel and gatherings of large groups. If you are planning on traveling during Spring Break, you may reconsider your plans.
3. If you become sick, do not leave your home and contact your doctor with your symptoms.

**The following school precautions are going into effect as of tomorrow (date).** These precautions are based on our values of keeping our students and staff safe, while providing an excellent Christian education. These precautions will remain in effect until circumstances change for our area. A separate set of precautions are being implemented for our church and will be available on our website.

**PRESCHOOL PRECAUTIONS**

* While our facilities are cleaned regularly by a contracted company as well as our staff, we are scheduling a deep clean as soon as possible.
* We are canceling any extra events, including (list).
* No parents are to enter into the classroom at any time. Drop-off and Pick-up should be done at the door, or if necessary, from the hallway.
* No tours will be conducted for prospective parents.
* Chapel will be held in the classroom with their teacher.

**ELEMENTARY PRECAUTIONS**

* While our facilities are cleaned regularly by a contracted company as well as our staff, we are scheduling a deep clean as soon as possible.
* We are canceling any extra events, including (list).
* No parents are to enter into the school or classroom. All volunteering in the school is suspended.
* Drop-off and Pick-up is to be done expeditiously. We prefer for parents of older children not to leave their cars. Please do not linger on campus. Once you’ve picked up your child, please take them home and limit contact with other parents.
* No tours will be conducted for prospective parents.
* Chapel will be amended. Children will sit with their class and not in chapel families. Children will be seated in every other pew to provide a healthy distance in between classes.
* We are suspending all field trips and off-campus activities.
* Kids Kare is an important service for our families, and will continue. No parents are to enter into the Kids Kare room when picking up their children.

If you have any questions or concerns regarding these precautions, please email our Preschool Director at (email address) or our Principal at (email address).

Finally, be greatly encouraged by these words of comfort from our Lord:

“God is our refuge and strength, a very present help in trouble. Therefore we will not fear though the earth gives way.” (Psalm 46:1)

“Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.” (Philippians 4:6-7)

“We are more than conquerors through him who loved us. For I am sure that neither death nor life, nor angels nor rulers, nor things present nor things to come, nor powers, nor height nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.” (Romans 8:37-39)

We are His baptized children, and are dearly loved by our Heavenly Father. He has redeemed us through Jesus, and we are eternally saved. Take comfort and be of good courage!

Yours in Christ Jesus,