



St. James Lutheran Church Early Learning Center
109 York St.
Gettysburg, PA 17325
717-334-7171
childcare@stjamesgettysburg.org

March 25, 2020

Dear Friends and Families,

Currently, I am hopeful you, your families and friends are well and surviving these difficult times and period of isolation. I hope you are all taking this time to enjoy your loved ones, spending time outside and catching up on your to do list.

It is so difficult to believe that it was just 10 days ago that we had to make a very difficult decision, very quickly, to cease operation for 14 days at the order of the Governor. Over the past week and a half, I have worked very hard to stay in contact with each of you, staff, the Governance Committee, children and families. It is at a time like this that I am grateful for the benefits that technology affords us, allowing me to stay in contact with multiple individuals at one time.

Yesterday, I had a Zoom meeting at 2:00 p.m. with the St. James Lutheran Church Early Learning Governance Committee, where we met for two hours making very difficult decisions, impacting approximately 300 individuals. None of these decisions were made lightly or without thorough analysis of the impact these decisions could have on everyone and the future sustainability of St. James Lutheran Church Early Learning Center.

At this time, I am announcing the continued closure of the program through April 10, 2020, to be reevaluated upon further announcements from the Gettysburg Area School District. During this time, families will not be assessed tuition payments until further notice. The only income we will have is through our subsidy reimbursement. If GASD opens as announced, which is

Tuesday, April 7, 2020, we may open earlier, shortening the closure, although this is doubtful.

During this time, staff who are eligible for PTO and/or have time in their Sick Bank, will continue to be paid. All personnel benefits will be paid through May 31, 2020. So as the closure continues, our expenses continue. We are anticipating that we can sustain this through May 2020, need be, but continue to be hopeful to reopen soon.

Many individuals have contacted me inquiring if they can make donations. My answer is absolutely, especially if your income has not been impacted! Donations at this time may be our only income and could help us sustain personnel expenses if this emergency continues. Checks can be sent directly to the center, St. James Lutheran Church Early Learning Center, 109 York St., Gettysburg, PA 17325.

As our closure continues, please know there is not a day or hour that you are not in my thoughts and prayers. When it comes to an end, we will be stronger and appreciate the time we are now missing with each other, the children and families. Until then, stay calm, stay home and stay safe!

Sincerely,

A handwritten signature in black ink, appearing to read "Suzan L. Seibel Willard". The signature is written in a cursive style and is positioned above the typed name.

Suzan L. Seibel Willard, Program Director,
in consultation and approval of the St. James Lutheran Church Early Learning
Governance Committee