



November 13, 2020

Hello PIC Families,

As the COVID-19 numbers continue to rise across Philadelphia (and the country), we have all been hearing about the closure of many school districts, independent schools and some child care programs. This week I have been asked by many families if PIC has any plans to close and if so, what those plans may look like.

First, with the increase in COVID cases, we are being more aggressive than ever in assuring that all of our health and safety protocols and policies are followed. Additionally, I sent a message last week asking that all PIC staff and families closely adhere to all the CDC guidelines around travel and gatherings. See that message here:

<https://mailchi.mp/parentinfantcenter.org/pic-on-holiday-travel-and-celebrations?e=76852d64e9>

As difficult as it may be, we are hoping that everyone will refrain from traveling or gathering with individuals outside of your household, or will be sure to limit the size of any gathering, wear masks inside and out, open windows and social distance. These things will all make a difference!

As PIC functions as a child care center and not a school, we are not subject to closures by the school district. Our current plan is to stay open unless we are instructed by the City, State, or the Department of Health to close. We have not been given any information to suggest that this may happen anytime soon. Our COVID Task Force continues to monitor the changing situation in Philadelphia closely.

Some families have asked about our policy if they choose to take a leave of absence from PIC and wish their space to be held. Our Family Agreement has the following language about an extended leave of absence from PIC.

**Leave of Absence/Vacation Policy:**

- A leave of absence up to four weeks requires payment of full tuition.
- A four-to-ten-week leave of absence requires a 30-day written request and prior consent from the Enrollment Coordinator. During the leave of absence, families are responsible for payment of one-half of their current monthly tuition for each month of the leave.
- An effort will be made for the child to be placed in the same classroom upon return, although space in the same classroom cannot be guaranteed.
- Beyond a 10 week leave of absence, 100% tuition would be required to hold a space.
- We understand that everyone would love to know what the next weeks and months may bring, but unfortunately, that is not possible. What we do know is that we will continue to do all that we can in our own corner of the world and hope that everyone continues to work diligently with us in keeping us all safe.

*Thank you for your continued partnership.*

A handwritten signature in black ink, appearing to read "Deb Green". The signature is fluid and cursive, with the first letter "D" being particularly large and stylized.

Deb Green  
Executive Director