



## *Christian Virtue and Academic Merit*

04/06/2020

Dear Promise Town Families,

We continue to give thanks for those families who have reached out to offer continual support during this time. We are continuing to monitor the rapidly evolving public health situation around COVID-19 and the expectations of the FSSA. We are learning more each day. Please understand that COVID-19 is uncharted territory for many organizations. As we acquire more information, we can make sound policy and procedural changes.

Presently, we are maintaining our original goal of supporting families as we complete the 2019-2020 school term, retaining our staff and the integrity of our program. As we embark on this task, we are exploring e-learning opportunities for all classrooms through the ClassDojo platform, as well as course work pick-up/delivery for the preschool and pre-k programs. We, however, will not hold year end programs (i.e. Mayflowers, Mothers/Father's Day gatherings), spring open houses, and spring picture day has been canceled and/or postponed until further notice.

As you know at this time we are considered "essential" employees, so we have remained open. However, with the recent notification that all schools will be physically closed for the remainder of the school year we also understand that some families may no longer need our services at this time. Here are the options below:

### **You can begin annual summer withdrawal process:**

- Ensure your account is updated
- Submit two-weeks' notice in writing
- Complete Intent to return form
- Pay matriculations fee to reserve spot for the fall
- Submit all documentation via email [promisetown@newlife-indy.org](mailto:promisetown@newlife-indy.org)

### **Continual enrollment process:**

- Ensure your account is update
  - You are responsible for weekly tuition whether your child attends or not.
- Complete intent to return form, **due: April 13<sup>th</sup>**
- Pay matriculations fee to reserve spot for the fall: **due May 25<sup>th</sup>**

We will have more information regarding our summer programming by the **May 1<sup>st</sup>**.

Soli Deo Gloria,

Andrea Takase, Director

Please see our website: [www.nlcs-promisetown.com](http://www.nlcs-promisetown.com)

- Resources for Coronavirus (COVID-19) Information
- Policies – at – glance
- Intent to return form
- Matriculation fees