



Dear Parents,

In my history of working in early education this is the most trying situation I have ever encountered. Last week was one of the hardest in my professional career. There has been a tremendous decline in families attending our classrooms, I had to dramatically reduce our workforce, and I had to ask teachers to take a leave of absence or reduce their hours. New Horizon Academy operates as a family, and asking a family member to take a leave has been heartbreaking. I also know that many of you have reduced hours or have been laid off as well. We want those of you who want and need care to know that we are working hard to keep our doors open.

During challenging times, we realize how important it is for children to keep their daily lives as consistent as possible. We are trying to keep every school open because we believe that is the best thing we can do for our children; to give them the normalcy of their familiar friends and the teachers they love and who love them in return.

New Horizon Academy is doing all it can to make sure that we will continue to be here when this current crisis has ended. We have taken dramatic measures to cut all possible expenses. We have halted our rent payments and asked our landlords to give us some relief for the next couple of months or until this crisis eases. We have cut all non-essential expenses and reduced our corporate office to a skeleton crew, executive employees have taken a significantly reduced salary, and all officers of the company have gone to zero compensation.

We must make sure that we are managing our resources so we can continue to meet the payroll of the teachers who are continuing to care for our children. The only way we can do that is to determine each Friday preceding the week of providing care which families will be attending. We then carefully review tuition dollars and our staffing and make sure that we have enough income to cover the wages and benefits of the employees caring for our children.

For families who give us notice and tell us they will not be attending, we are not charging tuition. For families who tell us after Thursday that they do not need care for the upcoming week, we are unable to give refunds. The tuition dollars we are receiving for the following week will pay the teachers who care for the children that week. I want to remind you if you do tell us in advance that you are no longer going to be attending, when you return, we will not be charging registration fees. We will certainly be excited to see you and your children once again!

Thank you so much for your continued support and understanding. If you have any questions, please stop by or call. New Horizon Academy is here for you!

Stay well everyone,

Center Director

3/24/2020