



**Closure Decision in Response to the Coronavirus (COVID-19) from  
The Giving Tree Preschool and First Christian Church Leadership  
March 18, 2020**

Dear Families,

With heavy hearts we are sad to report that The Giving Tree Preschool will be closed for the remainder of the school year. Based upon the information received from Douglas County Health officials and to best protect the health of our preschool families and staff, we have made this extremely difficult decision. On Tuesday, March 17th, the Lawrence-Douglas County Public Health Department prohibited public gatherings in the county of more than 50 people for eight weeks to stem the COVID-19 disease outbreak.

Also on March 17th, The Lawrence Public Schools announced they will close immediately following Kansas Governor Laura Kelly's order that all Kansas K-12 schools are to be closed for the remainder of the year. The Lawrence-Douglas County Public Health Department has recommended that child care centers close while schools are closed.

**Plan of Action for the closure of The Giving Tree:**

Tuition payments for April and May will be waived. March tuition will be pro-rated for half of a month. If March tuition has not yet been paid, please pay half of your normal installment as shown below:

Monday-Friday AM: \$122.50

Monday/Wednesday/Friday AM: \$82.50

Tuesday/Wednesday/Thursday PM: \$82.50

Tuesday/Thursday AM: \$60.00

For those who have already submitted a full payment for March, refund checks equaling half of the month's tuition, will be issued and mailed as soon as possible. Please contact Julie Hafenstine at 785-838-3668 with questions.

Sincerely,

The Giving Tree Preschool Staff and  
First Christian Church Leadership