



March 9, 2020

Dear Families,

I write to you at this afternoon hour to inform you that out of an abundance of precaution and care, we are cancelling classes in all divisions and our Family Center as of 6:00 this evening. As our Spring Break is to begin at week's end, I know that this news comes as sudden to you.

A short while ago, we learned that there is a possibility that a member of our community may have been exposed to a family member who displayed COVID-19 symptoms and was recommended for testing. Due to the shortage of tests, the individual displaying symptoms does not have access to testing at this time. As such, while we recognize the hardship that this decision imposes on our families, particularly those of young children, we believe that this is the most responsible course of action based on the information available to us at this time. We also greatly appreciate that this family has come forward to help ensure the health and safety of our community.

Thankfully, as a school, given the shifting nature of the Coronavirus, we have been engaging in proactive planning since last week in order to be prepared for possible closure. Over the next two days, colleagues in all divisions will be participating in continued planning using virtual platforms. On Wednesday, expect that additional communication containing detailed plans from each division will be sent to each of you. Our goal has been to create plans that allow for the greatest amount of normalcy possible for our students.

In addition to this, we have also made the difficult decision to cancel our Spring Camps in the Family Center and Lower School. We are engaged in conversations about athletic events and training experiences as well and will update you as we reach greater clarity.

During our closure, we will be completing an intensive cleaning of our buildings using an outside agency.

Again, I am aware of the level of concern that our community is carrying as we all navigate this time of uncertainty, and I sincerely thank you in advance for your understanding and flexibility.

In partnership,

A handwritten signature in black ink that reads "Crissy". The signature is written in a cursive style with a long, sweeping underline.

Crissy Cáceres
Head of School