March 13, 2020

Dear BGCM Families:

Our number priority is the health, safety and well-being of our children, families and staff. The leadership team here at the Boys & Girls Club of Manchester is constantly reviewing our plan of action related to the newest COVID-19 Coronavirus developments. As such, we will follow the recommendations of the Manchester Health Department, CDC and Manchester School Department.

**If Manchester Public Schools are closed, we will also be closed.**

We fully understand the impact that a full closure will have of the many families we serve. These decisions are not easy to make but we must do what is in the best interest, safety and health of our kids, staff and community. We ask that you plan now and make arrangements for the care of your child/children if we must close.

If a closure takes place, once Manchester School District re-opens, we will also resume our normal operating hours. During the time period that we may close, weekly fees will be waived and will resume once we re-open.

In the meantime, we are implementing the following safety measures effective Monday, March 16, 2020:

- No parents, guests or visitors will be allowed beyond our lobby into program areas. Our staff will assist in finding your child at pick-up time.
- All field trips are suspended.
- Activities outside of normal operating hours are suspended.

We are monitoring this situation diligently and will continue to operate as long as Manchester Public Schools are open. We will provide additional information as we learn more.

Please continue to check your emails from our alert system (if you are not signed up, now is good time to do so) and visit our Facebook page for updated information regarding our Club hours and policies related to this outbreak.

Thank you for your cooperation and understanding.

Sincerely,

Diane Fitzpatrick
Chief Executive Officer

**GREAT FUTURES START HERE.**

Please consider including the Boys & Girls Club of Manchester in your will or estate plans.