

Dear Families,

We are working hard to make sure that Hancock Day School continues to support our families in every way that we can. We want to assure our families that working together will create the best outcomes for the children of Hancock.

The Hancock Day School Board of Trustees' finance committee and the school's administration recognize the impacts COVID-19 is having on our local community, small businesses, and families at Hancock. We are sensitive to the stress and uncertainties that exist. We remain focused on retaining our highly qualified staff and ensuring the long-term financial health of our non-profit school to provide the best education for our children. Hancock remains fully staffed, and we have not furloughed or laid off any employees as a result of COVID-19.

We appreciate your financial commitment to your child's education for the 2020/2021 school year. We currently have over 440 executed contracts for the school year. If you have concerns about finances, please contact Charleen Crawford for payment plan options to address tuition balances for the 2020-2021 school year.

We want to outline a few items that may clarify a few topics that have come to our attention over the past few weeks.

HEALTH & SAFETY PROACTIVE AND PREVENTATIVE MEASURES

To create the safest environment for your children, the school has taken additional steps and provided financial support in a few areas. These additional safety measures come at a significant cost to the school. The Hancock administration and Board of Trustees have acted swiftly to allocate the necessary funds to ensure these safety measures could be implemented for the opening of school.

- We have enhanced our air filtration system, including the addition of standalone HEPA filters in each classroom.
- Our daily cleaning schedule has been expanded with more frequent cleanings and disinfection of every classroom space. This is above and beyond the nightly cleaning schedule, which will also remain in place.

- We have modified our lunch, recess, and special schedules to allow for additional cleaning in between groups of students and smaller cohorts of students in certain areas.
- Additional signage has been added to control the flow of students throughout buildings and remind community members about proper hygiene measures.
- Daily temperature checks have been instituted for all students, faculty, and staff.
- Classrooms are being organized to maximize social distancing and include privacy shields/droplet guards where appropriate.
- Additional nursing personnel, technology support staff, and cleaning personnel have been hired to support our community.

PPP FUNDS

The Finance Committee submitted an application on behalf of the school to participate in the Payroll Protection Program that the federal SBA government program offered in response to the Covid-19 crisis. We were fortunate to receive funds. At this point, the funds may or may not be forgiven by the federal government. The PPP is very specific in the way in which you are able to utilize the funds. The primary purpose of the PPP is for payroll, and the secondary use is to cover mortgage interest, rent, and utilities. The school has access to the PPP funds for the specific use of payroll during the specified period detailed by the SBA guidelines.

The administration, finance committee, and Board of Trustees are fully committed to being good stewards of our school's financial resources. We will continue to meet and provide communication to our families as this situation evolves. We are with you, partners in education in one of the premier schools of the region. We are fortunate to have wonderful families, talented students, amazing teachers, caring administration, and a dedicated Board of Trustees. Together we will overcome the daily challenges of COVID-19 and face those challenges to the best of our ability as time goes on. The Hancock community will persevere through these difficult times and continue to provide the highest quality education for our children.

Sincerely,

The Hancock Day School Administration and Board of Trustees