Dear GEM Families:  
  
The Grace Education Ministries Council and Grace United Methodist Church Leadership Team met on Monday, March 16, 2020 to determine our protocol regarding the Coronavirus. Our top priority is the health and safety of the children, families and staff in our program.

It was decided that we need to continue to follow the school corporation decision to remain closed until Monday, April 6, 2020. We will have an emergency council meeting on April 1st to review the situation as new information and mandates are released daily.

In the meantime, we are taking every measure to eliminate the risk of any spread of a virus. Our janitorial team is working diligently on deep cleaning our facility. All our equipment is being cleaned and sanitized beyond our normal protocol.

We understand that this situation has become a hardship for all. It is our plan to maintain and support our staff and families through this crisis. In order to maintain our current operation, and to be able to pay and retain our outstanding staff, we will be asking the following regarding tuition payments.

* March 16-20 all families will be asked to pay ½ of their normal tuition.
* March 23-27 all families will receive a vacation credit for normal tuition.
* March 30-April 3rd all families will be asked to pay ½ of their normal tuition.

Once the council meets again on April 1st, we will update you further if other decisions need to be made. If you have any questions or concerns, please feel free to contact me at 765-447-2204 or at [gdc@lafgraceumc.org](mailto:gdc@lafgraceumc.org)

Anne Hough

Director, Grace Education Ministries