



# HAZELWOOD ELEMENTARY SCHOOL

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March 12, 2020

Dear 5th Grade Families,

Thank you for your patience during the past few weeks as school officials have closely monitored the rapidly changing COVID-19. Due to the recent confirmed cases in the Washington DC area and the fact the virus is continuing to spread quickly, we have made the decision to cancel the 5th grade trip to Washington DC. As we discussed with you during our parent meeting on March 9, this is not the outcome we were hoping for. Along with you and the 5<sup>th</sup> grade students, we are disappointed the trip is cancelled. However, our first priority is the safety of your children and our Hazelwood Plotthound families.

To our families who have sacrificed and paid a great deal of money for this trip, volunteered during fundraisers, or helped another student have this tremendous opportunity, we want you to know how much we appreciate you. We are already in contact with our travel company to begin working out the refund process. We realize this process will likely take time, so we appreciate your patience with us as we work with the company. As soon as the refunds are processed to us, we will work diligently to return your money back to you. We will update you on a timeline for refunds as we get more details from the travel company.

Please feel free to contact me with any questions I have not addressed in this letter.

Respectfully,

  
Wendy Rogers  
Principal