



## WELCOME TO YOUR WEEKLY EMPLOYEE UPDATE

In this update, you will discover...

- **LETTER FROM OUR CEO**
- **HUMAN RESOURCES:**
  - Stay-at-Home Advisories & Benefits
  - 401(K) Financial Relief
- **OPERATIONS**
- **AT-HOME LEARNING**

## LETTER FROM OUR CEO

Hi Friends,

Next week is Teacher Appreciation Week. While we strive to show our appreciation and admiration for your efforts and dedication throughout the year, this year it feels especially important to reinforce just how truly and deeply you are valued.

I know you miss your students and, as a mom with a toddler in our program, I know just how much our families miss you. It has always taken a village to care for our children (and one another!) and our village remains a remarkable comfort during this time when a little extra love goes a long way.

As you already know, a small group of Home Office team members are continuing to work on behalf of the connection and community that you built in our schools. The updates below provide some insight into those ongoing efforts during this safety closure period.

Thank you for remaining such a strong and present force for yourself, for each other, and for our entire extended family. You are seen, valued, and so very, very appreciated.

Stay safe and well, my friends.

With gratitude,  
Sarah

Sarah Schroeder  
CEO, Little Sprouts

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Please continue to use our dedicated [employee COVID-19 website](#) to stay updated on supports and resources available. You can also continue to reach our remote employee support staff during this time at [friends@littlesprouts.com](mailto:friends@littlesprouts.com).

## **HUMAN RESOURCES:**

### *Stay-at-Home Advisories & Benefits \*REQUIRED\**

Furloughed employees who live in states in which stay-at-home advisories were extended further into May, please know that Little Sprouts will continue to cover the cost of your benefits through the end of the month. Employees enrolled in the HMO Basic Access Plan will also receive HSA funding that is used for medical plans. On May 4, these employees will see either a deposit of \$334 for individual plan or a deposit of \$500 for the Family plan in their Health Savings Account. We continue to assess the rising cost of benefits with extended stay-at-home advisories and will keep you updated on any necessary adjustments or changes. You can continue to send your questions to our dedicated employee email: [friends@littlesprouts.com](mailto:friends@littlesprouts.com).

### *401(K) Financial Relief*

The CARES Act has included some financial relief through our 401(K) Plan if you are a participant. Some of the highlights of this program includes:

1. The 10% early withdrawal fee waived
2. Your income tax on your withdrawal amount can be paid over a 3 year period
3. Loan withdrawal limits have increase by 100%

Please see the attached [summary for more details on 401\(K\) options](#). Also attached is a [Coronavirus Related Distribution form](#). If you are interested in taking advantage of this program, the form can be completed and returned to our Director of Human Resources, Erica Reed at [ereed@littlesprouts.com](mailto:ereed@littlesprouts.com).



CARES Act Summary  
for 401K Participants.



Coronavirus-Related  
Distribution Form - LS

## **OPERATIONS:**

### *Teachers who work in Massachusetts*

Yesterday, the EEC released an online survey to better understand your unique situation and challenges due to COVID-19. Your response can help the state shape policies, procedures, and resources for all of those in the Commonwealth, who dedicate their careers to early education. Please consider sharing your important and valuable perspective.

Click Here for: [EEC Survey for MA Teachers – English](#)

Click Here for: [EEC Survey for MA Teachers – Spanish](#)

## **AT-HOME LEARNING:**



Our at-home resource library ([littlesprouts.com/athome](http://littlesprouts.com/athome)) continues to be very well-received by families. Thanks to our Education Team, daily themes, activities, educational videos, and fresh new ideas remain easily available to our families during this extended time at home. Through our popular [Facebook Live](#) sessions, we've also been able to host many special guests, including Josh & the Jamtones - a Massachusetts based children's band now offering daily, engaging online music classes geared for children who are 1 - 7 years old. Check out their Music Class Pass on <http://www.jamminwithyou.com/> and use the code **LITTLESPROUTS** to get unlimited classes for an entire month for \$5.