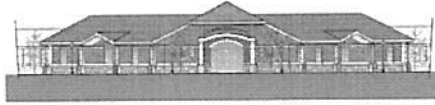


Chesterfield Township School District

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Scott Heino
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March 19, 2020

Dear Parents/Guardians,

We hope you're off to a great start with the Remote Learning Plan. We understand this is a new experience for everyone involved, so please keep in close contact with your child's teachers and share any concerns you have with the plans for your child. The teachers will continue to adjust their plans as we continue to improve on home instruction for all students.

We also want to reinforce the importance of being flexible at home. As parents, do your best to support your child in the learning process, but also know the teachers are here to help. We are all working in an environment that is new to us, and we don't want to add to the anxiety that the COVID-19 pandemic has already bestowed upon us.

Each week during the closure, I will publish a letter to parents on Thursdays to provide an update on the school and home instruction. You may receive additional updates each week depending on a specific need or changes in our State and Country.

Today, I will address the following topics:

School Building

Since the closure on Monday, district staff maintained a daily presence in the building and has kept the building open for business. As of today, district staff will continue to staff the school building on a daily basis based on a modified schedule; however, we will limit the hours the building is open to the public. Starting today, the school will be open to the public on Mondays and Wednesdays from 10:00 AM to 1:00 PM. We request all parents who plan to visit the school to pick up an item to call ahead to ensure the item is ready for pick up. All visitors will be permitted to enter the front doors where items are housed in the security vestibule. Please be aware that at some point we may be required to close the school to the public. Thus, if you have something that needs to be picked up, please do so soon.

Chesterfield Elementary School Public Hours of Operation
Mondays and Wednesdays 10:00 AM thru 1:00 PM

Communication

All parents are encouraged to maintain an open line of communication with your child's teachers. Any questions or concerns you have, please communicate with your child's teachers. Internally we have set up a communication process to address questions and concerns and to support each other as professionals. The teachers and administrators are in constant contact with each other on a daily basis. Utilizing your child's teacher as your point of contact will ensure all communication is addressed appropriately. Thank you for your cooperation.

Student Medications

On Monday, March 23, 2020, Mrs. Ramos, our school nurse, will be in the Health Office from the hours of 10:00 AM to 12:00 PM for parents to pick up their child's medication. If your child has medication that is maintained in the Health Office, and you want to pick it up, please follow the steps below:

STEP 1: Email Mrs. Ramos at cramos@chesterfieldschool.com prior to visiting the school to pick up your child's medication.

STEP 2: When visiting the school, identify yourself and state you are here to pick up your child's medication.

STEP 3: Provide your child's name.

STEP 4: The main office representative will notify Mrs. Ramos in the Health Office and Mrs. Ramos will bring the medication to you at the front door.

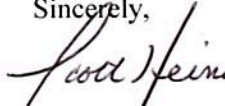
Remote Learning Plans

Our Remote Learning Plan is up and running. Moving from classroom instruction to remote learning has been an adjustment for everyone. I want to recognize the Chesterfield Township School District staff for their hard work in developing and implementing remote learning within a short time period. As we learn from this process as educators, we hope to improve our remote learning each week. Remember, you are a part in the learning process as parents. You have always been a part, but your role has changed. Continue to reach out to your child's teachers if you or your child experiences any difficulties.

School District Network

I want to remind all parents that when students are logged on to digital platforms hosted by the school district, they are also logged on to our network. This is the same as when students are sitting in a classroom here at school. Just like when students are in the school, all network traffic is monitored through various software. So remind your child that just like when they are in their classroom here at school, all network activity is monitored.

Thank you for being partners in the learning process and continue to maintain an open line of communication with your child's teachers. We all look forward to the day when we can return to the school building. Stay healthy everyone!

Sincerely,

Scott Heino