

Friday March 13, 2020

Dear Team,

Thank you for your patience as we continue to monitor news related to COVID-19 in our area and the recommendations of local authorities. **As of Friday, March 13, 2020, there have been NO confirmed or presumptive cases of coronavirus at Clarke.**

Our priority is the health and safety of the Clarke team, community members and the families we serve. In alignment with the School District of Northampton, **Clarke will temporarily close its center to families for preschool and EI services for two weeks from Monday, March 16, 2020, through Friday, March 27, 2020.** As this is a rapidly changing situation, please continue to monitor your email regularly, and note that this closure could end early or go longer.

During the closure of the school to student attendance, please expect to follow your usual schedule during this time, unless you hear otherwise. At this time (Friday 3/13 at 5:30 p.m.), administrative offices and Bell Hall remain open, and we will continue to practice social distancing and cleaning protocols.

As you know, we briefly discussed remote work, as well as work packets for the children and their families. The intent is

- a. To keep children engaged in learning and connected to school
- b. To keep Clarke's workflow functioning as much as possible.

I have asked that you please email me your proposal for on-site and remote work. In addition to progress reports and other projects, here are just a few suggestions:

1. Create home-school packets for each preschool child. These should include a few targets for listening and spoken language, behavioral strategies/tips for parents to engage children to develop these skills, and materials or suggested easy-to-access materials or web-based resources. Encourage.
2. Maintain family and child engagement. Suggestions: phone calls, emails to check in regarding the above, as well as how everyone is feeling and managing the time away from school. You might send some mail to your students, with activities. We might even schedule group virtual parent meetings.
3. Virtual meetings with individual or groups of families: We are fortunate to have the rich experience with tVISITs and Zoom meetings! We now have a Hipaa compliant zoom account! This will make family engagement accessible to many more families (e.g., now they can use devices other than apple technology). All Parent-Infant/Toddler families should be offered tVISITs at the same frequency as you normally provide.

**Updates are posted at [unifiedclarke.org](http://unifiedclarke.org) and [clarkeschools.org/clarketeamcovid19](http://clarkeschools.org/clarketeamcovid19).**

I will be in the office and working remotely when appropriate, and as usual, available to you. Thank you so much for your cooperation and the wonderful skill and dedication you bring to our work.

Stay well, Marian