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March 16, 2020

Dear Parent or Guardian:—

The recent recommendations made by the Center for Disease Control and local authorities in their guidelines for schools has made it clear that the most responsible decision at this time is to close our school. Effective Monday, March 16, we will be closed for a two (2) week period. All school-related activities and events are cancelled until further notice. We will continue to monitor the situation as it relates to COVID-19 pandemic and assess our next steps on an ongoing basis.

We have prepared packets for our PreK students, and materials and assignments via Google Classroom for our Kinder through grade 4 students to ensure learning continues. Starting Tuesday at 9:00 am these materials will be ready for pick up. If you do not have a device we will have a chromebook available to loan to your student so that they may complete assignments on a timely manner. Students will be required to check in each day via survey and for those in Kinder through Grade 4 they will be required to log in to Google Classroom by 9 am each day and complete the day's assignment by 3:00 pm.

We will also be providing breakfast and lunch during our closure. Meals will be available from 7:50 am to 9:00 am (breakfast and lunch), and 11:00 am to 1:00 pm (lunch).

We will continue to provide updates as the situation continues to develop. For more information, please visit our website at [newarkeducators.org](http://newarkeducators.org) or contact your child's teacher via Class Dojo.

Thank you for maintaining the lines of communication open, and for remaining flexible in light of this evolving and unique circumstance.

Sincerely,



Katherine V. Martinez

Executive Director