We are engaging in some amazing professional development as we finalize preparations to deliver services to your children remotely. You would be impressed to hear how diligently these teachers are preparing and thinking through meeting your children’s needs. I’m inspired by their courage, resourcefulness, and commitment.

**Lower and Intermediate School** parents will receive emails today and tomorrow with the opportunity to sign up for individual video conferencing sessions. Once these sessions are scheduled, you will receive an email with a link from your child’s Learning Center teacher. When it is time for your child’s session, click on the link provided to connect.

**Middle and Upper School** students will communicate with their teachers through Twist (US), Gmail, and Google Classroom. Learning Center teachers will contact students to set times for virtual conferences throughout the week. Students are encouraged to schedule additional times with their LC teachers as needed.

We are growing more confident by the minute regarding this transition. Let’s give it a few days to get rolling, and I will reach out early next week to hear your feedback. Thank you for your work to get this going on your end, and thank you for your patience as we head into these new procedures.

If you have any technical difficulties, start with me. If I am unable to talk you through it, we will get Justin Fentress involved.

Again, we are in this with you and your children.

Thanks much,
Bonnie

---

Dear Learning Center Parents,

Learning Center teachers are prepared to continue serving your children during our Distance Learning Plan implementation, and we want to take this opportunity to share with you how we will go about doing this. We know this will be a time of learning new procedures and tools and are grateful for the infrastructure and the spirit of collaboration we are able to enjoy as a community. We look forward to this time of growth and learning.

**Lower and Intermediate School Students and Parents**

**Scheduling:**
Your child’s Learning Center teacher will email you with availability for individual sessions. Expect this communication between 9:00-3:00 on Monday. Once your sessions have been set, you (for K-3rd grade students) and/or your child (4th & 5th grade students) will receive a link for a video conference using Zoom, an easy to use video conferencing platform. At your designated time, simply click on the link to connect.

**Initial Zoom Set Up:**
When you receive your first link to Zoom and click on it, you will be prompted to download the app and follow simple instructions. Once you have done this one time, you will not need to do it again for future Zoom sessions. Whether you are on a Zoom for LC or another teacher, this download only has to happen one time.

**Materials:**
We are sending students home today with a bag of materials to access during their Learning Center sessions. These include things such as math and language manipulatives, Handwriting Without Tears papers, graphic organizers, and other materials relevant to the work we anticipate with each child. There may be times when a teacher sends something to print if you have that capability at home. If you are unable, they will be flexible and resourceful in their delivery.

**Middle and Upper School Students and Parents**

**Scheduling:** Mrs. Franklin, Mrs. Gilliam, and Mrs. Jones will be utilizing a combination of Google Classroom, Google Hangout, Zoom, Twist, and CougarNet to communicate and work with students. Students and teachers will communicate through these platforms regarding student work and office hours. Teachers will schedule individual sessions with students through this communication.

**Materials:** Students are to take their textbooks, notebooks, devices, and chargers home with them today.

If you have any questions or needs pertaining to Learning Center services during this distance learning time period, please be in touch. We are in this with you and will anticipate being back together later in the spring.

Sincerely,

Bonnie Smith