

March 12, 2020

Dear Parents,

We are closely monitoring the Coronavirus (Covid-19) situation and following all recommendations provided to us by the Centers for Disease Control (CDC) and local agencies in order to make the best decisions for our school community. This situation is rapidly evolving and it could become important to communicate information to parents regarding safety procedures, field trips, extra-curricular activities, state travel, east coast trips, or possible school closing in the future. That communication will primarily be done through our email system.

Please log in to the [FACTS family Portal \(https://www.citytree.org/facts-family-portal\)](https://www.citytree.org/facts-family-portal) to make sure we have accurate email and phone contact information for your family.

Directions: Please select "Family" from the left hand menu and then click on the little pencil next to contact information. Once the Family Demographic page loads, choose "Custodial Parent Form" next to your name and update the information as necessary. Click "Save" at the bottom of the page when finished.

Our secondary mode of communication will be posting things on our school website [citytree.org](https://www.citytree.org). There is a link very near the top of the home page.

Although we have no plans to close our school at this time, we are preparing for that possibility. Our K-8 teachers are discussing ways to provide effective education remotely to our students, and we will implement that plan should the need arise. Because of the age of the children, remote education would not be possible or appropriate for our preschool children. Our decisions with regard to school closure will be made by following requirements/recommendations of regional authorities and the CDC, similarly to other K-8 schools and child care centers in our area. It would be helpful for each family to consider this possibility and develop a plan for their child(ren). We are committed to communicating often with about any changes that would affect our community.

Sincerely,

Sue Kennedy
Principal

This information is also posted on our website and in the March 12 email update.