



Dear Parents,

I hope this email finds you enjoying the beautiful day!

First, I wanted to let you know that Angela Baccala, our Lower School Librarian has invited us to a special Zoom Assembly. We are excited to host a live Virtual Assembly for grades K-4 with author and illustrator Elizabeth Lilly! Ms. Lilly's book *Geraldine* has been nominated for the Maryland Black-Eyed Susan Picture Book Award. During our assembly, Ms Lilly will read us *Geraldine*, and answer questions posed by some of our 3rd and 4th graders. The virtual Assembly will be on Zoom at 10 am on Tuesday, April 21st at this Zoom link: <https://zoom.us/j/2860162361> We hope you can join us! If you have any questions, please contact Miss Angela: abaccala@keyschool.org.

Next, I wanted to thank you for the very thoughtful comments and suggestions you made on the Parent Survey. The Lower School faculty reviewed your survey questions and suggestions this past week and will take or have taken the following action steps to assist you, our Lower School families:

- Several families had requested in addition to the Weekly Planner, a daily checklist be provided so that they can plan their work day in conjunction with their children's daily school assignments. We have instituted a daily checklist of assigned tasks, activities and Zoom meetings that can be found in the daily teacher announcement. Included in the daily announcement are links which your children need to access on that particular day. These links in the announcement are readily accessible.
- We had requests from a few families to post the Weekly Planner on Sunday night. We use this time to create, coordinate with all your children's teachers and readjust all class assignments accordingly. While we cannot promise that this will happen weekly, we will try to accommodate as best we can those families that feel this would be helpful.
- Students who want contact with their teachers are welcome to write a note in their Seesaw Journal requesting a meeting with their teachers. Teachers will then contact your child on Seesaw or by phone. In addition, please feel free to contact the teachers or me directly.
- Parents who want to know how their children are doing with online learning assignments can certainly reach out to teachers with phone calls, emails, etc. during school hours 8:00-3:30. If of immediate concern, please reach out to me after hours. The grade teams meet each week to confer on curriculum and individual students' work and plan accordingly. In addition to our homeroom and special teachers, our Learning Department is available to help students and parents organize and prioritize work, provide sample schedules and discuss any curricular issues that might arise. Finally, the First and Lower School counselor, Erin Weiss is available to provide suggestions for guiding your children emotionally through this pandemic crisis.
- Teachers now conduct three Zoom meetings per week. As students and teachers get used to this new technology tool, teachers may be adding additional time slots. Please watch for the announcement of extra Zoom meetings in the daily or weekly planner.

The Lower School faculty understands the pressures that this world crisis has put on our families. We know that on some days your children may be more productive than other days. Indeed, your own work schedules may demand more of you at certain times. Please know that we acknowledge that these circumstances are unique and want to remain as flexible as we can with student assignments and their due dates. We encourage you to send an email to teachers so that they can advise on priority of assignments and accommodate due dates. We do encourage you on these difficult days to advise your children to do at least two of the activities, but give them the choice. If all else fails, we encourage families to return to basics and read aloud to their child. As you know, reading to your children increases their vocabulary, expands their background knowledge, enables them to experience different cultures and imagine exotic places. An additional advantage is that they are spending more time with you! This helps them feel connected even though they may be struggling with

understanding the pandemic or feeling isolated from their friends and teachers. A parenting support website, <https://pepparentonline.org> is providing free webinars each week on relevant topics.

In closing, we wish you continually good health and safe passage through these difficult times.

Take good care.

Best,

Emily Legum