



March 11, 2020

Dear Parents and Families,

As the Kingsway team has continued to monitor the ongoing information about Coronavirus/COVID-19 and has received additional guidance from the New Jersey Department of Education (DOE) and New Jersey Department of Health (DOH), we are committed to being prepared to continue to serve our students and families through this public health event.

In light of our ongoing commitment to being prepared, I'm writing to share with you how the Kingsway Learning Center team is moving forward.

Any New Jersey public school closures due to Coronavirus/COVID-19 will be guided by a written directive from the DOH through the Camden County Office of Health and Human Services. As of now, we have no directive to close Kingsway because of Coronavirus/COVID-19 concerns; however, we are required to be prepared for that possibility because of the potential duration of any potential closure.

Based on guidance from the DOE, if Kingsway is directed to close for a public health matter, we need to be able to continue to educate our students, which would be new, uncharted territory for all of us, and a major challenge to implement. In order to address that challenge, we are going to alter the school calendar to give our staff an opportunity to prepare for the possibility of delivering remote instruction.

On Friday, March 13, Kingsway's school day will end at 1:00pm. On Monday, March 16, school will be closed for students. During both days, staff will have significant time to work together and plan for the possibility of remote instruction.

As a result of this calendar change, the new last day of school will be Tuesday, June 16. The impact is essentially the same as if we had a snow day.

It was not easy to make this decision, and we know that it will cause inconveniences for many of our families. We strongly believe, however, that we must be prepared, and that the overall needs of our students come first.

On Friday afternoon and Monday, faculty and staff will work on individualized plans to support student progress during any public health-related school closure, and these resources will be sent home with students once they are complete so that you have them on hand should a mandated closure occur with little notice.

During these stressful times, please know that the entire Kingsway team is dedicated to serving our students to the best extent possible. Please continue to take care of yourself and your student(s): wash your hands, stay home if you're sick, and please stay in touch with us if you or



someone in your household develops Coronavirus COVID-19 symptoms (fever, coughing, shortness of breath).

Thank you for your patience and understanding as we plan as best as we can for the unknown. If you have questions about any of this, please feel free to reach out to Erica Pitt (epitt@kingswaylearningcenter.org) and she will connect you with the best person on the team.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rachel Chan', written in a cursive style.

Rachel Chan
Chief Executive Officer