



Dear Parents and Guardians,

Thank you for your continued patience and understanding as we navigate the ongoing Coronavirus/COVID-19 public health event. This letter is to update you on Kingsway Learning Center's path forward.

While there are currently no presumptive positive cases of Coronavirus/COVID-19 within the Kingsway community, we have made the decision to move to **remote instruction effective Tuesday, March 17th through Friday, March 27**, in order to promote social distancing and mitigate the potential spread of the virus.

Between now and March 27, we will be monitoring this evolving situation on an ongoing basis to determine whether there is a need to extend the remote instruction plan. Given the varying levels of support our students require, we acknowledge this is not an ideal situation and appreciate your understanding as we work together during this unprecedented time. Kingsway Learning Center's instructional team will implement the following plan, in accordance with NJ Department of Education guidance and N.J.A.C. 6A:16-10.1. The rest of this letter will outline Kingsway's plan for remote instruction in more detail.

How will Kingsway's remote instruction plan work?

Each student will receive a packet developed by his/her Teacher and Related Services team. This packet is estimated to cover approximately two weeks' worth of instructional materials. Instructional Packets will include the following:

- Table of Contents/Schedule to help guide completion of daily assignments
- Instructional materials
- Classroom supplies
- Parent sign-off sheets
 - *Please complete the parent sign-off sheet daily to help document participation*

What can my family and my student expect in terms of communication from Kingsway during this period of remote instruction?

Your son/daughter's Kingsway team will continually communicate with you throughout this process. More specifically, we are asking classroom teachers to make an attempt to communicate with families on a daily basis. In most cases, this will initially occur via email.

- If your son/daughter receives a mandated therapy service, it is the expectation that the Therapist reaches out based on the frequency of services as indicated in the IEP. For example, if your child receives 1x weekly speech therapy, his/her speech therapist will communicate with you at least one time per week.

- For those students who do not receive individual services, one therapist from your child's team will reach out as a point of contact, while including the team on the weekly outreach.
- Kingsway supervisors will be in daily contact with team leaders who will be providing oversight to classroom teachers/related services.
- Administrators will be communicating regularly with one another and if/when outstanding issues arise that affect our Kingsway community, we will be in contact.

As long as instruction continues remotely, our teachers and therapists will continue to work to provide appropriate lessons and activities. Please reach out to your child's homeroom teacher for immediate assistance or address concerns regarding the materials provided.

How will my student receive his/her remote instruction materials?

We are asking families from the Elementary and Secondary Programs to pick up hard copy, instructional packets from the Voorhees Campus on Monday, March 16. Teachers will be available between the hours of 9:00 am - 2:00 pm. to distribute packets and answer any questions to the best of their ability. In an effort to minimize the number of people visiting our school at once and to promote "social distancing," please refer to the suggested time frames for pick-up:

- If your last name begins with the letters A-G, pick up between 9am - 10am
- If your last name begins with the letters H-M, pick up between 10am - 11am
- If your last name begins with the letters N-S, pick up between 11am - 12pm
- If you last name begins with the letters T-Z, pick up between 12pm - 1pm

Teachers will remain available between 1pm - 2pm for families unable to pick-up during the suggested times above. Please park in the "U" parking lot located in the back of the building. A KLC team member will be available to let you in the building through door C10. If you are unable to pick up your son/daughter's remote learning packet between the suggested time frames outlined above, please call the school at (856) 545-0800 between 8:30 am - 1pm and we will make arrangements to get the materials to you.

Annual Review Meetings

It is our hope to commence all IEP meetings scheduled between March 17th and March 27th via teleconference. Kingsway will work with your son/daughter's Case Manager to facilitate this process and will share information on how to participate as it becomes available.

We are committed to constant communications with our families during this unprecedented time. We will continue to monitor and follow recommendations from the NJ Department of Health and NJ Department of Education and will provide updates as they become available. We appreciate your support in managing this collectively. Please do not hesitate to reach out to me or others on the Kingsway team with questions or concerns.

Thank you,

Megan Avery

Megan Avery
Principal