

March 13, 2020



Dear Riverbank Charter School of Excellence Families:

Riverbank is remaining calm and cautious and we are encouraging you to remain calm and cautious as well!

Earlier this week, *Riverbank Charter School of Excellence* sent a letter that communicated plans regarding preparations in the event our school is closed due to COVID-19. As you are all aware, this unprecedented situation is changing at a rapid rate daily. The information in this letter outlines our school's current plans for open communication, as well as continued educational programming, in the event *Riverbank Charter School of Excellence* is closed due to the direction of the Burlington County Health Department.

COMMUNICATION: Communication is a priority at *Riverbank Charter School of Excellence*. As this health-related situation evolves, we will keep you updated. Information will be conveyed via letters from the school, through email, posted on the school website, and by phone through the school's call system. Please be sure you have updated your contact information with your child's teacher as well as the main office.

Riverbank Charter School of Excellence has created a link on our school website for our families that is now live and accessible concerning COVID-19. This link will contain all relevant resources, school information, and updates. Please visit <http://riverbank.charter.k12.nj.us/covid19-information.html> for information.

EDUCATIONAL PLANNING: Our dedicated and amazing staff has been diligently planning and creating learning opportunities, lessons, and activities for all of our students should *Riverbank Charter School of Excellence* close due to a health-related incident. Lessons are being created for students to access through electronic methods that will be emailed to parents, at the email provided, accessed on each teacher's classroom webpage, and through traditional paper and pencil methods as well, if needed.

Riverbank Charter School of Excellence has surveyed the school families to understand the potential barriers to receiving instruction electronically. We are working with each family to discuss how to best assist students with instructional activities and work.

Riverbank Charter School of Excellence has also submitted a plan to the Department of Education, as required, that outlines the delivery of instruction virtually and other wise. This plan is posted on the school's website for your review.

- ☆ In your child's bookbag today is a bag of materials, which includes a notebook, pencils, crayons, and other classroom-specific materials for your child to use should we close and provide lessons to be completed at home. This bag of resources will assist with the completion of assignments. Please keep this bag unopened in your child's bookbag until it is needed, as teachers will add appropriate/necessary materials throughout the days we continue to be in school.

If we experience a health-related closure, which will occur if the Department of Health provides guidance and a written order for *Riverbank Charter School of Excellence* to close, we will utilize the New Jersey Department of Education option to provide education via an electronic means. This delivery will be grade level and teacher specific. Students in grades Kindergarten through Third already engage in various forms of electronic learning daily in their classrooms. We will be expanding the use of these electronic platforms, as well as begin utilizing new platforms. Every teacher is working on creating or updating their website which will house links to important apps, links and websites they will use.

Learning via a “flipped classroom” method while at home, and as families work to provide access to devices, use of the internet, and availability of parental assistance, *Riverbank Charter School of Excellence* understands this need for this uncharted territory to remain a fluid situation. Students and families will be able to contact teachers and administration via email or the REMIND app. Assignments will be given and collected via electronic means.

Each teacher will have different lessons, activities, and expectations. Your child’s teacher will provide specific directions for completing and submitting work for each lesson (for example: lessons completed electronically can be submitted via email or Google classroom, a picture can be taken of an assignment and emailed to the teacher, certain links and apps will send a report automatically to the teacher, completed pencil and paper work can also be dropped off and placed in the mailbox in the front of the school, etc....). Please believe that we all understand this is uncharted territory, and that we welcome open communication to work through any issues, questions, and problems you may have accessing lessons. Our ultimate goal is to work together to provide the best and most effective learning experiences for your child.

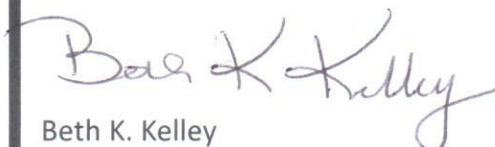
FAMILY PREPARATION: *Riverbank Charter School of Excellence* is strongly encouraging families to begin to prepare for a school closing. If you have not yet made arrangements for childcare in the instance that your place of employment is not closed, please begin to plan now. It has been discussed that we will likely not have more than a day's notice for a closure. If our school building is closed by recommendation the Department of Health, there will be no programs or events at our school, while it is closed.

CANCELING OF EVENTS AND USE OF OUR SCHOOL FACILITY: Please know that these decisions are not made lightly, and that we are not trying to over-react, or create panic, but in the interest of being cautious, *Riverbank Charter School of Excellence* has suspended the use of the building by all outside groups effective immediately. Although family events are a very important part of the culture of the school, *Riverbank Charter School of Excellence* has indefinitely postponed all family events for the month of March and cancelled all scheduled field trips. We are hopeful that these events and extra educational opportunities will be rescheduled as soon as possible.

As the situation continues to evolve regarding COVID-19 we will continue to communicate our plans.

Riverbank Charter School of Excellence cannot predict what may happen with this rapidly evolving situation. Our planning has been to ensure we are prepared as thoroughly as possible. We assure our school community that we are continuing our mission of educating our children and making connections between *Riverbank Charter School of Excellence*, your homes, and our community.

Wishing you good health,



Beth K. Kelley
Chief School Administrator / Principal