



Dear Parents of Kindergarten through Third Grade,

In order to maintain continuity in our school's educational program, we are working diligently to design a remote learning plan that can provide both structure and flexibility. You will see that there is structure in the laying out of assignments that will keep the trajectory going forward on the learning objectives. However, there is also flexibility as this plan is what is referred to as "ASYNCHRONOUS" meaning that children can complete their assignments on their own schedule. There will be no face-to-face classroom sessions at this time for this age group.

### **Accessing Assignments**

To facilitate learning in Kindergarten through 3<sup>rd</sup> grade, teachers will post weekly assignments that provide links to teacher and/or instructional videos and other specific supportive resources while also referring students to their various textbooks and workbooks.

Parents can find the weekly assignment chart on the **FACTS (Renweb) Family Portal** under the individual classroom's Homeroom tab. Students will need access to a cell phone, tablet, or computer to view videos, read assigned curriculum texts, and complete any educational games. **Please note: assignments posted today are for Week 1 starting tomorrow, Wednesday through this Friday. On Friday, March 20, teachers will post the assignments for Week 2: Mar. 23-27.**

Also, students should use a notebook/journal to record their assignments. Upon return to school, they can submit their journal for their teachers to grade. At this time, there will be NO grading feedback during this 2-week period.

### **Daily Schedule**

Again, since we are using an asynchronous approach to learning for Kindergarten through Third Grade, parents have flexibility with the timings for remote learning.

However, to ensure some type of structure to your child's day, I recommend designing a schedule that can help keep everyone on track. Here is a suggested schedule that families are free to use:

8:00 am to 9:00 am-Breakfast  
9:00 am to 10:00 am-Math and Language Arts  
10:00 am to 10:15 am-Morning snack and break  
10:15 am to 11:15 am-Reading and Arabic  
11:15 am to 12:15 pm-Lunch & Physical Activity

12:15 pm to 1:15 pm-Islamic Studies, Science, Social Studies

1:15 pm to 1:30 pm-Prayer

1:30 pm to 2:30 pm-Complete any remaining lessons for the day

### **FaceTime Communication**

To ensure the continued social connection with students, teachers will also be calling K-3 students twice weekly via FaceTime on parents' cell numbers between 10:00 am and 12:00 pm on Mondays and Wednesdays for K & 1 and for 2<sup>nd</sup> & 3<sup>rd</sup> on Tuesdays and Thursdays.

- Please let your child's teacher know via email if you have an android phone and would prefer a voice call.
- All calls should be on a setting that is audible to parents though it is a phone call between teacher and student.
- If a parent does not answer a call, the teacher will try a second time within the given time frame. If a teacher cannot connect with you within the given window, they will attempt to call you the next day within the same time frame.
- Calls will last for no more than 5 minutes, and the purpose of this call is to connect with the students and to offer a check-in on how the learning is going.
- For parent-teacher communication, please email teachers with any questions you may have OR if you would like to set up a separate phone call. Please do not call teachers' personal phones or use the student phone call to talk with teachers. Teachers will respond to email during normal school hours of 7:30 am and 4:00 pm.

We appreciate the opportunity to work together to support your children through this challenging period. Insha'Allah, we will become stronger together. "With every difficulty comes ease."

If you have any questions about the above information, please feel free to reach out to me.

Sincerely,

Faiza Seedat, M.Ed.  
Lower School Director