March 30, 2020

**IMPORTANT UPDATES – NOTICE AND LEARNING MATERIALS**

Dear Achievement Prep Families:

We hope that you and your loved ones are all well during this unprecedented time for our country. We hope you are all taking this virus very seriously and practicing social distancing.

**Message re COVID-19 Case**:

The leadership of Achievement Prep has been informed that a staff member at our middle school campus recently tested positive for COVID-19 during the school building closure period. While origin is unsure, it appears the employee contracted the virus after schools were closed.

The employee has not been at the school during the closure period, including in recent days. Out of respect for the employee’s confidentiality, we cannot release any personal information.

Nevertheless, Achievement Prep continues to take proper steps to ensure all school buildings are thoroughly cleaned and sanitized for use both now and when scholars and staff return. We are following all recommended guidance from The DC Department of Health and the Centers for Disease Control and Prevention (CDC), including best practices for cleaning, hygiene, and social distancing.

As we have all been advised, what we are doing now - social distancing and self-quarantining if you believe you have been exposed - is the best way to ensure this virus does not spread.  Should you feel ill or like you have symptoms, please contact your doctor.  Our best remedy is social distancing and self-quarantine.

**Additional Learning Materials for Scholars and Teacher Office Hours**:

As you know, school closure was extended through Monday, April 27th. As a result, we have prepared new learning materials that are available electronically [here](https://achievementprep.org/remotelearning/) for those of you who have access and ability to print. For those of you who do not have access and/or desire hard copies of materials, we will be distributing learning materials to scholars/families at the times and locations below:

|  |  |
| --- | --- |
| **WALKERS**: go to tot lot playground in front of the ES building at 908 Wahler Place SE | **DRIVE UP**: pull in to the school parking lot where staff will be there to provide you with materials (no need to get out of the car) |
| Wednesday, April 1st - 9 am to 3pm | Wednesday, April 1st - 9 am to 3pm |
| Thursday, April 2nd – 9 am – 12 noon | Thursday, April 2nd – 9 am – 1pm |
| Friday, April 3rd – 11 am – 3pm  | Friday, April 3rd – 11 am – 3pm  |

There will be hard copies of learning materials for each grade along with directions about how to access office hours with staff each day. **Our Platinum Teachers will be holding office hours from 9am – 11 am and 2pm – 4pm daily to support scholar learning**.

We want to make sure scholars are continuing to learn during this unprecedented times. We also recognize that you, as parents, are not the teacher and we are the experts in teaching and learning. We want to be as accessible to you as possible and make your already heavy load a little lighter. Please be sure to take advantage of these virtual office hours. These are meant for you, as family members to ask questions, or scholars can log on directly and get support from their teachers and peers.

**We miss you calls**:

We miss our scholars and our families. During this distance learning period, we will be calling you and our scholars daily simply to check in and say hello. Many staff members are setting up informal gatherings of scholars so they can see one another as well. You matter greatly to us and we want to make sure our community remains strong during this time. Please look for these daily calls as our staff members are anxious to talk to our scholars each day!

We thank you in advance for your continued support during this time. Please do not hesitate to reach out to us if you need anything. You can call the school directly (calls are forwarded to Ms. Tyree for MS and Ms. Chambers for ES) or you can email us at:

Elementary campus: esremote@achievementprep.org

Middle School campus: msremote@achievementprep.org

Please be safe and be sure to practice social distancing.

In partnership,

Ms. Wright

Founder and CEO