March 26, 2020

Dear TPS Families,

I hope this message finds your family safe and healthy. We are thinking about all of you during this unique and challenging time. As mentioned in my letter on Monday, I believe we will all work together and collaborate to successfully navigate this new approach to teaching and learning at TPS.

This week our faculty and staff have been working collaboratively preparing programs for their students. We have had several Zoom video conferencing meetings; two of these meetings included the entire faculty and staff, and several meetings were with departments and divisions. Faculty have also been speaking with one another remotely and sharing some ideas on how to utilize the online instruction capabilities to best serve your children. The energy amongst our faculty and staff is amazing, and the cooperation has been fantastic. They are very excited and eager to see and connect with your children face to face, albeit remotely.

As planned, we are working together to organize and develop our Distant Learning Program (DLP) “Test Week” beginning Monday, March 30.   You should be contacted by your child’s homeroom teacher or your child’s advisor this week and receive the "Test Week" schedule by the end of the week. If you do not receive the schedule for next week, please let your homeroom teacher or your child's advisor know. Also, as requested in Serena Mueller's letter this week, please make sure you create a Zoom account for your child(ren) by using your child’s TPS email account. Just as we experienced this week, the Zoom platform will help our teachers and your child's classmates connect in a meaningful way.

The faculty have collected all materials they need to begin next week's DLP "Test Week”, and have identified materials needed by the students. We have emptied all student lockers and cubbies into bags, and have designated two pickup days next week for you to collect these - Tuesday, March 31, and Wednesday, April 1. To make this easier, we are dividing the pickup times alphabetically by families' last name. Please come during your designated time and drive to the front of Blairhame, where we will hand-deliver your children's school supplies needed for remote learning. You do not need to leave your car; we will do curbside delivery for your convenience. Please note the times for pickup.

**Tuesday, March 31**

**Time Family Last Name Beginning with…**

Noon-2:00pm: A-E

2:00pm-4:00pm: F-N

4:00pm-6:00pm: O-Z

**Wednesday, April 1**

Noon-2:00pm: Any family who could not retrieve supplies on Tuesday

Please see below our schedule for the coming weeks.

As of today, please know that we have **not** yet made a decision to close for the rest of the school year. We will make this decision based on local, state and national governmental guidelines. It is highly possible, however, that our Distant Learning Program will be the norm for the remainder of the school year.

March 30 - April 3: "TEST" week for our DLP

April 6-9: Launch our DLP, the school building will remain closed this week

We will continue to send updates as we gain more understanding of this COVID-19 crisis and how to best respond with safety and care for our community.

It is with deep sadness and a heavy heart that we will not be able to be with your children in the coming weeks face to face. However, we will do our best to connect with them and continue to provide a strong academic program to ensure they continue to learn and develop.

Please do not hesitate to contact me if you have any questions regarding our plans for your children.

All my best, and, please stay healthy and safe during this time in history.

Warmly,

Todd