



Mater Dei Catholic School

2018 National Blue Ribbon School

The President and Principal's Pen

March 15, 2020

Dear Parents,

Good evening! We hope that you and your children are well and finding ways to navigate the implications of the unprecedented situation we are facing. We are committed to implementing an educational program that will continue to provide for the learning needs of our children through an eLearning Program. Communication and patience are key to the success of this endeavor. This letter is intended to outline how we plan to communicate going forward. This program is a new and exciting endeavor for our faculty and students. We are counting on an abundance of support on the part of all members of our school community, including parents, faculty, and, most importantly, our students. We are committed to working with everyone to make this transition as smooth as possible for our children.

The eLearning Program will begin for our children in Pre-K through Grade 8 on Wednesday, March 18th. All information will be posted on the teachers' webpage at 9:00 AM daily that can be accessed on our [Mater Dei website](#). The faculty will use Monday and Tuesday, March 16, and March 17, 2020, to make final preparations for this new mode of instruction. All faculty members will have a designated "office hour" for parents and sixth, seventh, and eighth-grade students to communicate with the teacher for any clarifications that are needed regarding the daily lessons. We ask parents to communicate any questions or needs for the students in Pre-K through Grade 5. Students in Grades 6 to 8 are free to use their Mater Dei email addresses to contact teachers with specific questions related to any component of the eLearning Program. As always, the President and Principal will be available through their email addresses at dmccaughan@materdeicatholic.com and ewaltrich@materdeicatholic.com. If you need to speak with us, please email your cell phone number, and we will call you in a timely fashion.

GENERAL INFORMATION
for
Mater Dei Catholic School's
eLearning Program

The following information will provide more specific details for the eLearning Program.

Please remember that we are all learning and working to make the best out of this situation. It is a stressful time for everyone, teachers, parents, and students. The strength of our amazing community has accomplished many great things, and we are fully confident we will be able to make eLearning work for our students. Every day, we encourage our students to be brave in welcoming new learning experiences, and now it's our chance to put this into practice with this new format of instruction. Teachers are busily preparing new learning opportunities, and some may require digital content. No one can guarantee what this

increased volume will be on many educational platforms and websites or how these platforms will be able to manage the traffic. Please simply contact your child's teacher if you have any technical difficulties, and we will work through them together. Your patience and cooperation are greatly appreciated.

ATTENDANCE

- If your child is sick and unable to complete the work assigned, we ask you to please email the homeroom teacher for your child so that we can monitor attendance. Your cooperation is greatly appreciated.

NEW FORM OF COMMUNICATION for Grades 6-8

- **ZOOMVIDEO CONFERENCING** - Students in grades 6-8 will also be getting Zoom accounts to give teachers the ability to conduct video conference calls. This app will be sent to their school-issued iPads, and students will sign in with their Mater Dei email address and password. Mrs. Morley is finalizing the account set up, and you should receive more specific instructions on account set up shortly.

ACCESSING DAILY eLEARNING PLANS

- Each grade level will have a link to the daily eLearning Plan posted on both homeroom teachers' websites by 9:00 AM every morning. This plan will highlight all the learning tasks assigned for each day for a student in that grade. Teachers may also include activities on different platforms that they routinely use in class. All of the links to such learning opportunities will be included in the daily plan. You will also see each teacher's office hour listed for you to be able to contact the teacher for immediate answers to questions or feedback.
- Teachers are asked to post only one day's worth of eLearning plans at a time. We are sensitive that many parents and families will still need to work from home during this time. Therefore, teachers will not require students in PreK through 5 to log on to any accounts during a specific time. If a teacher is requiring the submission of completed work for our younger students, it will be in the evening. Hopefully, this will make the time management side of completing the work in the eLearning plans easier and will give teachers time to review the completed work to determine if any adjustments in instruction are needed. Teachers of students in grades 6 to 8 may require more time-sensitive assignments as these should be completed with limited adult supervision.

TEACHING OF CONTENT

- We recognize that students will not be able to cover all of the material that they would if they were in our classrooms. Our teachers plan to focus on only the most important skills our students will need to continue their learning.

eLearning Daily Plan and Schedule

- Religion - Every day (Beginning and Ending with Prayer)
 - School Community Prayers - Families will be emailed a link to the daily prayers typically read over the loudspeaker in the morning. Our families are encouraged to pray

together in the morning before beginning any work. Classroom teachers will also include routine classroom prayers in daily plans.

- Early Literacy/ English Language Arts - Every day (time and age-appropriate)
- These activities will include reading, writing, vocabulary, word work, and or phonics as appropriate.
- Mathematics - Every day (time and age-appropriate)
- Science or Social Studies - These learning tasks will rotate each day for students in Grades 3-8.
- Specials - These learning tasks will follow the regular classroom schedule of when your child has Music Class, Art, Technology, Spanish, and Physical Education.

Timing of Content for eLearning

<u>Grades</u>	<u>Time</u>	<u>Suggested Subject Breakdown</u>
PreK and K	Maximum of 1 hour	Approximately 15 minutes per subject · Prioritize Religion (including prayer), ELA, and Math · Include daily special that follows your regular schedule
1st and 2nd	Maximum of 2 hours	Approximately 20 minutes per subject · Prioritize Religion (including prayer), ELA, and Math · Include daily special that follows your regular schedule · Rotate science and social studies as needed
3rd to 5th	Maximum of 3 hours	Approximately 30 minutes per subject · Prioritize Religion (including prayer), ELA, and Math · Include daily special that follows your regular schedule · Rotate science and social studies as needed
6th to 8th	Maximum of 4 hours	Approximately 45 minutes per subject · Prioritize Religion (including prayer), ELA, and Math · Include daily special that follows your regular schedule · Rotate science and social studies as needed

CANCELATIONS AND POSTPONED EVENTS

Saint Rose of Lima: The Sacrament of Confirmation scheduled for Tuesday, March 17 is postponed. We will communicate further information when it is available.

Frozen, Jr.: The play is canceled March 28, 30 and 31. The Mater Dei students in the cast and crew of Frozen have practiced long and hard. We promise this production will take place on the MD stage as soon as possible.

Field Trips: All field trips scheduled in March and April will be canceled.

We will communicate information about other events when we have enough information to make responsible decisions.

POT OF GOLD AND FEES

Again, we would like to thank our parents and faculty for your support as we work together to ensure educational continuity for our students. In that vein, we want to address and respond to the financial needs and concerns of our families concerning on-going tuition

obligations. We recognize that many of the unknowns associated with this unprecedented situation may cause financial disruption for some of our families. As such, we are implementing the following policy regarding tuition effective immediately. All remaining tuition payments will now be spread over four months from March through June. This will replace the current policy of full payment due in April. With God's grace, we pray the current situation will not last more than several weeks, but we hope this action will alleviate any short term financial issues caused by this situation. As always, if you have a specific situation that is a direct result of the current COVID-19 outbreak, please contact Miss McCaughan and we will work with you individually to determine any additional alternative arrangements that may be in order.

The Pot of Gold drawing will be postponed until we return to school. At this time, several parents still have tickets to turn in for the drawing. As soon as a new date is determined, we communicate the date to all families.

SCHOOL BOOKS AND COPYBOOKS

We were here today from 12:00 Noon to 1:00 PM for parents of students who were absent last Thursday to pick up the books that students will need for the next two weeks. We still have several students' belongings. Please contact us by email by Tuesday, March 17 to make arrangements for picking up these items.

Thank you for embarking on this uncharted journey with us. As a Mater Dei community, we are in this together! We will work with you to provide our children with the opportunity to continue the learning process. Please do not allow this to cause you additional stress at this most difficult time. Feel free to ask all the questions you need to ask to make this work. This is a work in process, and we will learn from one another.

Let us continue to pray for one another. We ask you to remember in prayer all families in our country who have been affected by the coronavirus. May God bless you and your family today and always.

Most sincerely,

Miss Diane E. McCaughan
President

Miss Elizabeth A. Waltrich
Principal