Dear DC Prep Families,

We hope you and your loved ones are healthy and staying well. As you know, Phase III of our distance learning plan begins on April 27th and will last through the end of the school year. Please review the below instructions carefully for the pick-up of learning materials for Phase III of our distance learning plan, which relies on an increased use of technology. For Phase III, we will be distributing: (1) new work packets and school supplies, (2) books from our classroom libraries for all students, and (3) chromebooks, available to borrow for students in grades 2-8 who do not have a dedicated device at home, as well as for all students with IEPs.

All learning materials will also be accessible online on our distance learning website.

Please Note: All visitors to DC Prep buildings must wear a mask or face covering at all times while in the building.

**Building hours for learning materials pick-up:**

Our buildings will be open for the following times:

- Monday 4/27 - 8:30 AM - 2 PM
- Tuesday 4/28 - 12 PM - 5:30 PM
- Wednesday 4/29 - 8:30 - 2 PM

Please go to the DC Prep campus where your student attends to ensure that we have enough materials for everyone.

**Required safety protocols:**

In order to keep our community safe, all visitors must:

- Wear a mask or cloth face covering, as recommended by the CDC. Please review this document, which outlines how to make a cloth face covering from a t-shirt or scarf if you do not have a mask.
- Maintain social distancing protocols -- follow instructions from DC Prep staff and pay heed to markings (e.g., tape on floor, etc.) to contribute to a safe environment.

In addition, please make sure to bring:

- A backpack/bag to carry the packets, school supplies, books, and a Chromebook & charger (if applicable)
- If you are eligible and plan on borrowing a DC Prep Chromebook (see below), you must also bring:
  - A photo ID (only required if you are borrowing a Chromebook for your Preppie)
  - A pen to sign the Chromebook loan agreement
Instructions for Phase 3 learning materials pick-up:

(1) Work Packets & School Supplies [ALL FAMILIES]
   (a) There will be grade-level packets with all printed materials for each student including Early Childhood, ELA, Math, Science, and Specials content. These materials will last through the end of the school year.
   (b) Electronic copies of the work packets will also be available on our distance learning website, starting on Monday.

(2) Books [ALL FAMILIES]
   (a) Each family will be eligible to pick up books for students to read that have been pulled out of DC Prep’s classroom libraries.

(3) Chromebook loan: [ONLY 2nd-8th GRADERS AND ALL STUDENTS WITH IEPs]
   (a) We have a limited supply of Chromebooks, and are making them available to students whose distance learning work relies the most on them having a dedicated device. The following student populations are eligible to borrow a DC Prep Chromebook:
      (i) Any student in grades 2 - 8 who does not have a dedicated device at home
      (ii) Any student in any grade level who has an IEP/504 plan
   (b) If your student has a dedicated device at home, please refrain from borrowing a device from DC Prep so that we have enough for all Preppies who need them and cannot otherwise access our distance learning curriculum.
   (c) In order to borrow a DC Prep Chromebook, families must sign a technology agreement. We will provide hard copies at pick-up, but please bring a pen to sign the agreement.
   (d) Parents or guardians listed in our records will be eligible to receive and sign for the Chromebook loan. If an alternate adult is sent to the school on your behalf, we will call or text you at the phone number we have on file to obtain your authorization prior to distributing a Chromebook to that adult on your behalf.
   (e) Chromebooks must be returned to DC Prep at the conclusion of the COVID-19 related school closures.

We will have our campuses set-up to allow for appropriate social distancing.

If you have any questions about Phase III of distance learning, please don’t hesitate to reach out to your classroom teacher, operations manager, or principal.

Thank you!