



# Charleston Day School

March 11, 2020

Dear Charleston Day School Families,

We are continuing to monitor global health organizations and are consulting with local health officials and governmental entities regarding COVID-19. As always, we use an abundance of caution as we plan and make decisions regarding the students and operations of Charleston Day School. I wanted to update you on a number of issues regarding the school's plans and upcoming field trips.

1. Given the rapidly changing travel landscape, increasing number of restrictions placed on groups, and the uncertainty surrounding COVID-19, the 8th grade class trip to Washington, DC and the 5th grade trip to Williamsburg, VA have been cancelled. We understand that this news will be disappointing to our students, but we feel that there is an obligation to exercise an abundance of caution as we work to ensure the safety and health of our extended community.

2. As we indicated earlier, the faculty and administration are currently working on an online learning plan in the event that school would be closed due to COVID-19. Although it is our sincere hope that this will not be the case, we want to have plans in place should they be required. A more detailed outline of those plans will be shared with families next week.

3. In order to allow faculty time to complete training for the possible online delivery of instruction, **school will be dismissed at 2pm on Monday, March 16, 2020. Aftercare will be available beginning at 2:00 pm on Monday.** We appreciate your understanding as we continue to plan for the best possible learning experience for your child(ren) should there be an interruption in the normal school schedule.

4. Students will receive instruction regarding possible online delivery of curriculum during regular class hours next week. Should online instruction need to occur, students in grades 1-8 would be able to use their school provided technology devices. If your family does not have access to the internet, please let us know immediately so alternative plans for your child(ren) could be made.

5. With Spring Break approaching quickly, we are recommending that families be cautious regarding travel to areas with verified community transmissions of COVID-19. As such, we are asking that families please complete this [Spring Break Travel Plan form](#). This information will help to keep our community safe and aid us in better understanding where our community members will be traveling and any precautions or actions that the school may need to consider upon their return.

Please know that all of us at Charleston Day School take the health and safety of our community members seriously and we will continue to be in communication as this situation unfolds. At present, we are "business as usual," and strive to provide stability and continuity for our school community in these uncertain times.

Please don't hesitate to reach out should you have any questions or concerns.

As always, thank you for your support and partnership.