

March 16, 2020

Dear Prairie Hill Parents,

We are facing an unprecedented and significant health crisis in our country. As the Covid 19 situation continues to evolve and change, Prairie Hill is committed to making the health and well-being of our community our first priority. **Please read this entire communication for important information about Prairie Hill's plans for the next several weeks.**

### School Closing

- Governor Tony Evers has closed all Wisconsin schools through April 5<sup>th</sup>.
- **Prairie Hill's current plan is to reopen on Monday, April 6<sup>th</sup>, but this plan may change if circumstances call for a longer closure.**
- **All school events and activities are cancelled through April 5<sup>th</sup> or until school is reopened.**
- **Spring break has been moved from the week of April 13-17 to the week of March 30-April 3.** Hopefully, this will help minimize the number of missed days of school.

### Academics

Our teachers and staff are working hard to prepare educational plans for your children that can be carried out at home.

- **As of Tuesday, March 24<sup>th</sup>, we will be offering various forms of virtual learning and academic packets** containing material and supplies your children can utilize to complete lessons from home.
- **Pick-up of academic packets will take place on Wednesday, March 18<sup>th</sup>.** Packets and supplies will be available to pick-up in the back of the school in the courtyard area. All packets will be organized by class and labeled with your family's name. **Supplies can be picked up between 12:00-4:00 p.m.** If you are unable to come at this time, please contact Jeanne Ring at [jring@prairiehillwaldorf.org](mailto:jring@prairiehillwaldorf.org) to make other arrangements.
- Your children's teachers will make direct contact with every family in their class to explain how the home learning plan for their students will work. The teachers will continue to be available by email and phone for any questions you have regarding your children's academic needs.
- Attendance will be taken for all online class sessions, and students will be expected to turn in their work as requested by their teachers. This work will be assessed/graded as usual.
- **If your student is ill or unable to participate in any day's activities, please email your child's teacher to let them know.**

### Parent/Teacher Conferences

- **Parent/Teacher Conferences will be held this Thursday, March 19<sup>th</sup> and Friday, March 20<sup>th</sup> as planned**
- Your teacher will reach out to you by phone or video conference at your originally scheduled time.

### Butter Pick-Up

- **Butter pick-up will still take place this Wednesday, March 18<sup>th</sup> from 12:00-4:00 p.m.**
- Butter orders will be clearly labeled with each family's name and will be placed outside in the back-courtyard area of the school.
- If you are unable to pick up your butter order at this time, please contact Jeanne Ring, Administrator, at [jring@prairiehillwaldorf.org](mailto:jring@prairiehillwaldorf.org).

### School Cleaning/No Entry

- Our staff will be spending the next three days thoroughly cleaning and disinfecting the school.
- All bathrooms, classrooms, common areas, cubbies and commonly touched surfaces will be cleaned and sanitized.
- In order to keep the school free of germs, **no parents or children will be allowed to enter the school building until further notice.**
- **If you are in possession of a key to the school, we ask you to turn in your key when you come to pick up your children's things.** We will have a container to place them in outside.

### Childcare

- Families who are in need of childcare because both parents are working outside of the home should contact Jeanne Ring at [jring@prairiehillwaldorf.org](mailto:jring@prairiehillwaldorf.org).

### Updates

- Prairie Hill will be sending out weekly updates each Wednesday to keep our families up to date on the latest information.
- You might find these articles helpful in talking to your child about the coronavirus outbreak:  
[How to talk to children about difficult news](#)  
[Explaining the News to Our Kids](#)  
[How to Talk to Kids About the Coronavirus Outbreak](#)  
[How to Talk to Kids About Coronavirus](#)
- Your child's teacher is your first contact for questions related to academics. You can reach them by email or phone.
- All other questions should be directed to Jeanne Ring, Administrator, at [jring@prairiehillwaldorf.org](mailto:jring@prairiehillwaldorf.org).

The staff and faculty of Prairie Hill would like to thank each of you for your adaptability and understanding during this difficult time. It is in uncertain times like these when we most realize how fortunate we are to be a part of a supportive community like Prairie Hill. While we may be physically distanced from one another for the next several weeks, we can continue to support one another from afar. We are all in this together.

Be Well,

Jeanne Ring  
Administrator  
Prairie Hill Waldorf School

