



**ROYCEMORE**

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March 12, 2020 (Second Letter)

Dear Roycemore Families,

Earlier today I shared with you our plans for the next two weeks at Roycemore. Since the time of my communication, we have received additional guidance from the Mayor of the City of Evanston, and have also learned that our local public schools, District 65 and District 202 are closing their schools and centers beginning Monday.

With this in mind, **we are making the very difficult decision to close Roycemore School beginning Monday, March 16th, through the end of our spring break, April 12th.** School will be in session tomorrow, as planned, however students will be asked to take all of their books and other materials home with them at the end of the day. On Monday, our teachers will make their final preparations for remote learning. **Roycemore will teachers commence remote learning next Tuesday, March 17.** Work will not be assigned over Spring Break. During Spring Break we will continue to monitor the situation related to COVID-19 and will communicate out to families whether classes will resume as planned on Monday April 13. *As previously communicated, there are no cases of individuals testing positive for COVID-19 or instances of contact with such an individual among our community.* Our decision is based on guidance related to reduce exposure and support public health initiatives.

**After tomorrow, school-associated clubs and activities will also be suspended through April 12th.**

Thank you for your patience and understanding as we navigate the ever-evolving global health situation due to the spread of COVID-19. These are certainly unprecedented times and realize that the uncertainty has added stress to your lives. We also recognize that closing school presents a hardship to families. This is a time where we can come together as a community to support each other. If you are facing difficulty with respect to child-care, please communicate with us and with each other. We may be able to help you troubleshoot and find creative solutions.

I will send out a follow up communication to you tomorrow with additional information, resources and guidelines.

Thank you for your support and partnership for our children.

With deep respect,

Adrienne Finley Odell

Head of School