



March 13, 2020

Dear DCP El Primero Families,

We are writing to inform you that the Santa Clara County Department of Public Health and the Santa Clara County Office of Education have confirmed that all Santa Clara County schools will be closed for a three week period beginning Monday, March 16 through April 3 in response to COVID-19 (Coronavirus). Therefore, Downtown College Prep schools will be closed from March 16 through April 3.

In accordance with the direction given by the Department of Public Health, the closure will give schools the time needed to create long-term plans to operate in ways that facilitate social distancing, provide all necessary hygiene and cleaning supplies and ensure adequate staff time and resources to follow public health guidance for when our schools reopen.

Communication with the School:

Our school will have staff available to support families that need questions answered with office hours from 8 am to 3 pm Monday through Friday. Unless specifically noted, all DCP community meetings and/or conferences have been postponed or cancelled during this period of time, including any outside groups using our facilities. In addition, all after-school activities and field trips are cancelled. All student events including athletic events and practices are cancelled.

Please note that college counselors will reach out to senior families to schedule 1:1 meetings throughout the next few weeks in order to manage time sensitive needs for college applications and financial aid.

Spring Break:

At this time, Spring Break will remain as stated in the DCP Instructional Calendar for the dates of April 13-17, however we may get further direction from the county that could impact this decision. We are following county recommendations as closely as possible in these matters.

Instruction:

DCP teachers will be convening in the early part of next week to develop learning plans for your students focused on deepening core academic skills. Today, in our closing efforts, teachers worked to ensure that students have 1-2 books from their English teacher. Students should be focused on reading and annotating those books according to instructional procedures they've learned in the classroom. IF your child didn't receive a book at school, choose a suitable book at home. By Wednesday, March 18, families will receive further information about how to support at-home learning during the time of school closure. This support is to make sure your student continues to learn and grow towards their college goals during this time. There will be no negative impact to student grades because of this work.



Food Services:

We have plans in place to ensure students who rely on our schools for breakfast and lunch continue to receive that service. We will be providing one meal per day to each child under 18 years of age from the hours of 12 pm – 1pm starting Wednesday, March 18. Children must be present to pick up a meal. We will be providing a drive-through service, in the same location where our current pick up and drop off regularly occur in the parking lot. Any updates to Food service will be communicated via the schools' websites or phone blasts.

Health Concerns:

Your health and safety is our number one priority. Together, we can help to make an impact to minimize the exposure of COVID-19. Please continue with the common sense hygiene approaches and self-quarantine should you or a family member be ill or exposed as per direction by the Santa Clara County Public Health Department.

General Family Resources:

We will be adding a list of general resources (food, health, etc) to our website by the beginning of next week.

We will keep our community informed of any new updates. Please check the DCP website dcp.org for the latest up-to-date information and resources.

Sincerely,

Jordan Apgar

Mrs. Jordan Apgar
School Site Principal