



September 2020

To ERfC Parents/Guardians:

Welcome to the ERfC Distance Learning Center (DLC)!

At ERfC, we know everything is still new and changing around us. We are here to accommodate your needs within new pandemic guidelines and to give your child(ren) a safe and fun environment away from school and home.

ERfC staff is looking forward to working with you and your children this school year. The DLC will be open even if school closes on non-federal holidays. We have adapted our classrooms and entry areas for the safest possible environment for the students, incorporating all the guidance and procedures set by the CDC and the local Board of Health. This consistency is very important in helping children understand how to stay safe during this pandemic.

DLC Building Manager: Tony Romano, aromano@erfc.us

DLC Head Teacher: Ricardo Lawrence, rlawrence@erfc.us

DCL Phone Line: 860-719-2557

ERfC Office at The Enfield Office Suites, 174 South Road, Enfield:

Open from 9:00 AM to 6:30 PM 860-253-9935

Registrar: Marie O'Hara mohara@erfc.us

About the DCL Day and a Sample Schedule

All students must bring their iPads or other devices and their chargers to the DCL every day they attend. Please also include the email and password information for your child's iPad and classroom connection. Students will be online with their teachers every day.

As long as the weather cooperates, we will be outside for snacks, lunches and mask breaks. Here is how a day at the DCL will look. Once we know the schedule of each classroom teacher, we will revise and update as needed. All activities will follow the guidelines for student and staff safety.

- 7:00 AM – 8:30 AM– Morning Enrichment Activities, Homework, Reading, AM Snack
- 8:30 AM - 8:50 AM – Outdoor/Indoor Movement Time (games & activities)
- 8:50 AM – Log into School-Day Classrooms for distance learning
- Mid-Morning Indoor/Outdoor Movement Break (We break when teachers break)
- Lunchtime and Indoor/Outdoor Movement Break (games & activities)
- Resume School-Day Classroom Distance Learning
- Mid-Afternoon Indoor/outdoor Movement Break (We break when teachers break)
- 3:00 PM – End of School-Day Distance Learning
- 3:00 PM – 3:30 PM -- Indoor/outdoor Movement Break (games & activities)
- 3:30 PM – Homework Time Available for study and/or projects

- 3:30 PM – 4:30 PM —By Team of 10 Only
Enrichment activities (science, digital media, art, crafts, fitness, literacy, learning centers, Sports & Games)
- 4:30 PM – 5:30 PM-- By Team of 10 Only
Enrichment activities (science, digital media, art, crafts, fitness, literacy, learning centers, Sports & Games)
- 5:30 PM – 6:00 PM – Indoor Games and Activities

Drop-Off & Pick-Up

The ERfC Distance Learning Center is located at the Enfield Annex, Lower Level, 124 North Maple Street. **Door # 6** is at the Moody Road Entrance. Look for the Distance Learning Center Banner on the lawn.

- **AM Drop-off begins at 7:00 AM**
Temperatures will be taken each morning at drop-off. If a child has a temperature at or above 100.4, they will not be allowed in the building.
- **School Day hours are 8:30 – 3:30 PM**
- **After School Pick-Up Times are 3:30, 5:00 or 6:00 PM**
Due to COVID guidelines, parents must choose the time they plan to pick up their child (ren). Please email Marie at mohara@erfc.us so she can record the time. If there is an emergency or you need to change the pick-up time, parents must call the office at 860-253-9935 or call or text the **DLC Office** phone at **860-719-2557**. We understand your schedule may change from time. Please give us a 30-minute notice so we can have your child ready for you. Also, please remember to bring a photo ID at all pick-ups.

Lunches / Snacks /Water Bottles

No lunches are provided at the Distance Learning Center. We will provide a morning and late afternoon snack. All lunches must be packed in a labeled insulated lunch bag. There is no refrigeration available. Students should bring a labeled water bottle to the DLC every day. We will fill bottles as needed throughout the day.

COVID-19 MANDATES

Please do not bring your child to the DLC if they are not feeling well. Each morning, once the child is in the classroom, we will check their temperature. If they have a temperature of 100.4 or more, parents will be called for an immediate pick-up. If you are unable to pick up your child within 15 minutes, your emergency contact will be called.

All students must come to the DLC with a mask on. All children, at all grade levels, are required to wear masks at all times. We will schedule as many mask breaks as possible outside during the day. Students are not required to wear masks during lunch, snacks, or outdoor playtime. All students will follow the distancing guidelines and hand-washing requirements at all times.

At this time, for the safety of your children and our staff, we are unable to allow parents or other visitors in the DLC building. We will, however, provide a tour after all students are dismissed with a set appointment. Please let Mr. Romano know if you have any questions or how we can help.

Thank you for choosing the ERfC Distance Learning Center!

Best Regards,



Claire C. Hall, M.Ed.
ERfC Executive Director