March 16, 2020

Dear Parents and Guardians,

We hope this letter finds you healthy and well during this difficult time. I want you to know our faculty and staff has worked tirelessly to build a model to continue to educate our students. Our concern is for the safety and academic growth of each NCP student during this unusual period.

**Meals Disbursement**

Beginning tomorrow, March 17, 2020, National Prep will be closed for spring break until March 24th. On March 24th, students are allowed to pick up breakfast and lunch during the hours of 9:00 am – 12:00 pm. If needed our students will be allowed to pick up to 3 lunches at one time.

Please be advised from 11:00 am to 12:00 pm food will be made available to the entire D.C. student population to pick up if there are any available.

**Distance Learning**

Each student will be contacted on March 24th by teachers and/or administration to receive assignments. Students with Achieve 3000 assignments have received their log-in passwords. Please get their passwords from them so that you can monitor their work. Teachers will contact students from 9:00 am - 11:00 am daily to discuss assignments and check-in on students. Teachers and Administration will contact parents weekly to discuss daily attendance, assignment completion and school updates.

**If you do NOT have internet access please direct your child to come to the school during 9:00 am -12:00 pm to pick up their assignments**

We are in uncharted territory and we know changes will occur. We are grateful for your support and partnership so that this journey is as successful as possible. Please also be advised that we will have staff available at the school to answer our lines each day from 9:00 am - 12:00 pm. Please do not hesitate to contact us. Equally, we will continue to post on our social media and website.

Yours in Service,

Jennifer L. Ross
Founder & CEO