



March 15, 2020

Dear Horseheads Parents/Guardians:

This is an unprecedented time for our schools and our community as we close schools to students by order of health officials in an effort to prevent the spread of the COVID-19 virus. We thank you for your patience and understanding as we work through this process of determining next steps for our students.

Since this process began, information has changed day to day, hour to hour. Since the county issued the order to close on March 14, an order we support, we have been working through the details of what it means to close schools to students for an extended period. There are many issues that need to be addressed. This is a process with several stages beginning with tomorrow and ending with our return to a normal school routine. We will continue to work out the details and share the information in the upcoming days and weeks. Below is some information as we prepare for the next three weeks.

**Monday, March 16, 2020:**

Monday is a regularly scheduled school day for your child. This day will provide opportunities for students to hear a common message about next steps and to gather their books, materials, and belongings in preparation for the coming weeks.

**Tuesday, March 17 and Beyond:**

Teachers will be available via email throughout this timeframe if you have questions or concerns. We will be sending home instructional review materials to help your child maintain the skills previously taught. Additional online resources will also be provided. If you do not have online access, we will provide traditional paper-based material. Details on how to receive these materials will be forthcoming.

**Other Information:**

- Medication: If your child has medication in your school nurse's office and you need to have it at home, please pick it up on Monday or Tuesday. If you are unable to do so, please contact your school nurse by Tuesday to make arrangements to pick it up at a later date.
- Meal Distribution: Our Food Service Department has planned for distributing meals for those families in need. Beginning March 17, meals will be provided weekdays through April 2 at Center Street Elementary School from 10:30-11:30am and the Millport Fire Department from 11-11:30am. We will continue to evaluate the program to determine if other sites or processes are needed. More information is attached to this letter.
- If you feel you need additional information on community resources, please contact your child's principal.

Please know that as a school community we value the well-being of our students, staff, and families. If you have questions about COVID-19, please contact the Chemung County Health Department at (607) 737-2028. If you have questions about your child's education, please contact your building principal.

We remind everyone once again that to prevent the spread of this virus, we all must do our part, and that includes washing hands thoroughly and often, coughing/sneezing into elbow or tissue, maintaining social distance practices, and key to all of this, refraining from any unnecessary travel/social gatherings. We wish everyone well during this time and beyond.

Sincerely,

Dr. Thomas J. Douglas, Superintendent of Schools

# Horseheads Central School District

## COVID-19 Emergency Meals Information

Due to the COVID-19 pandemic, state and federal regulations allow districts to provide meals to low income children during school closures. The Horseheads Central School District has planned for such an order. The following guidance is how meals will be distributed in our area.

### ***What is the schedule for meal sites?***

We are currently planning two meal sites starting Tuesday, March 17. Meals will be provided weekdays through April 2 at the following locations and times:

Center Street Elementary School	10:30 - 11:30 a.m.
Millport Fire Department	11 - 11:30 a.m.

We will continue to evaluate the program to determine if other sites are needed.

### ***Who is eligible?***

This program is for any district family who needs assistance. Meals are available for those 18 years old or younger at no charge.

### ***What will be served?***

Meal sites will provide one (1) breakfast and (1) lunch per student. The menu items will follow the typical meal pattern with grain, protein, fruit and/or vegetable, milk. For those familiar with the Summer Food Service Program, the meals will be very similar.

Examples include peanut butter and jelly sandwiches or yogurt and string cheese, assorted fruit, and other items. Menus will likely not be posted on the website.

### ***How will meals be served?***

Meals will be provided via drive up or walk up service. The meals will be provided for recipients to take home. There will not be a dining area.

### ***What should I do if I'm having trouble getting to a site for meals?***

If you need meals and are unable to get to a site, please call (607) 739-6338.

### ***How do I find information?***

Our district website will have updated information. It may be updated daily based on current events. We advise you to check it daily before coming to a meal site for the latest information.

***Questions? Please call (607) 739-6338 or email [hcsdinfo@horseheadsdistrict.com](mailto:hcsdinfo@horseheadsdistrict.com).***