



November 16, 2020

Dear Parent(s) and Guardians:

The ongoing health and safety of our clients, staff and community is our highest priority. The rapid increase in COVID-19 cases statewide, has caused Sweetser to reevaluate the structure of our services and to formulate actions that we can take to help reduce the spread of the virus. I am writing to update you on the status of our response and planning for the next several weeks.

- Effective Monday November 30, 2020 through Tuesday December 8, 2020, all day treatment students will attend school remotely.
- Your child's public school Special Education Director will be made aware of this change by November 17<sup>th</sup>.
- Our intent is for all day treatment students to resume their original schedule of in person instruction on Wednesday December 9<sup>th</sup>.
- By Monday November 23, your student's teacher will correspond with you regarding the schedule for your child's 7 remote learning days.
- During the 7 remote learning days all related services will continue for your child, according to their IEP. Therefore they will still meet with their clinician, occupational therapist and/or, speech therapist.

We are well prepared to change from our current in person model to a remote model of learning for every student. Our expectation is for all students to attend remotely for the seven days. We will update you through emails and phone calls as we near Dec 4<sup>th</sup> in regards to returning to the hybrid program on December 9<sup>th</sup>.

On behalf of all of us at Sweetser School I appreciate your flexibility and understanding of this situation we are in. I am asking we all remain vigilant, follow CDC guidelines and help everyone to stay safe and healthy this holiday season and in the winter months ahead.

Please feel free to contact me with any questions.

My very best,

Melissa Moody  
Director of Special Education  
[mmoody@sweetser.org](mailto:mmoody@sweetser.org)  
930-2900