

Hartford Central School

PO Box 79

Hartford, New York 12838

518-632-5222

www.hartfordcsd.org



"Hartford Central School, a community of educators, students, parents, and friends, dedicates itself to developing citizens who are productive and compassionate, and who, through their creativity and responsibility, will be assets to the greater community."

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March 17, 2020

To All Parents / Guardians:

Although classes are canceled due to the COVID-19/coronavirus, the district has been diligently working to set up protocols to ensure that we are providing for the basic needs of our students. Listed below is important information on how the district will be addressing a number of topics, including providing meals and educational materials.

Lunches

For those families who have signed up to receive a daily lunch:

- Lunches will be delivered each day, starting tomorrow Wednesday, March 18th;
- Meals will be delivered by school personnel to student residences between 10am and 11:30am;
- Please be on the lookout for a school vehicle for delivery and have someone available to receive the delivery;
- It is not too late to sign up for lunches. If you are interested, please contact Mrs. Howe at 518-632-5222, extension 273

Materials and Supplies

If students need to retrieve any materials or supplies from their classrooms or lockers, parents can report to the district on:

- Wednesday, March 18th from noon to 3pm; or
- Thursday, March 19th from 7am to 10am

Educational Materials

Our faculty has put together initial supplemental instructional packets for our students. These packets will be available for pick-up during the days/times listed above. If you are unable to pick-up the materials, the district will deliver the materials to your residence on Thursday, March 19th. Delivery will take place during the hours of 11am and 1pm.

In weeks ahead, additional packets will be available on Thursdays for pick up and/or delivery.

Backpack Program

If you are a recipient of our backpack program, we will include your backpack as part of the educational material delivery. If you also receive the daily lunch, we can pick up the bag when we delivery the lunch.

Contacting your Teacher

If you need to contact your child(s)' teacher:

- Email: Teachers will be responding to email throughout the period of closure;
- Voicemail: Each teacher is scheduled to be in the district one day per week (*Monday, Tuesday, or Wednesday*) and they will be able to respond to any voicemail messages left on their classroom extension while in the district.

If you have any questions, please feel free to contact the district. District personnel will be in the district Mondays through Thursdays from 8am to 2pm. The district will be closed on Fridays, except for meal preparation and delivery.

I truly appreciate your continued support of the district as we attempt to navigate this difficult circumstance together.

Sincerely,

A handwritten signature in black ink that reads "Andrew Cook". The signature is written in a cursive, flowing style.

Andrew Cook
Superintendent
Hartford Central School District