



March 18, 2020

Dear Students, Parents and Guardians of OLOW,

We have met with staff over the past 2 days and teachers are hard at work preparing for the next step in this unique learning journey. Please know that all of us at OLOW are dedicated to serving our students to the best of our ability given the new COVID-19 pandemic reality.

Parents Picking Up Student Belongings - UPDATE

Beginning **Monday, March 23rd** until **Friday March 27th**, families will be allowed to pick up their child's belongings. Please sign up through **Conference Manager** to arrange a time for pick up between the hours of **9am to 3pm**. Conference Manager will open by 12 pm today. We are staggering pick up times to limit the number of people onsite. Please see the attached instructions for logging on to Conference Manager. If you have any difficulties, please contact the school.

Parents will meet with staff at the **tarmac gym door** of the school. There will be no entrance through the front doors. We will have all student belongings bagged and labeled for each family by their last name. **If you have any library books at home, please return them when you come to pick up your items.** Students and parents cannot visit any other areas of the school and will not be allowed to meet with teachers face-to-face.

If you or someone in your family is ill or has been told to self-isolate by a medical professional, please do not come to the school. Instead, please call the school and we will make alternate arrangements. We thank you for your cooperation in advance.

Our thoughts and prayers are with our families at this time. Thank you for your continued support.

Tina Madden

Principal