

**BERKELEY HEIGHTS PUBLIC SCHOOLS
DEPARTMENT OF SPECIAL SERVICES**

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Director

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Dear Parent(s)/Guardian(s),

We have now completed Week 5 of remote learning - I'm confident this is wearing on you, as parents, tremendously. I'd like to share some ideas to help you push through what remains of our time working, living and existing remotely:

- Stick to a schedule - wake your child(ren) up at the same time every weekday, insist that a routine is maintained. Focus their time on their schoolwork in the morning, but set a hard cutoff time in the afternoon. If you are unable to finish assignments, reach out to your child's teacher and share what the timeframe was for uninterrupted remote instruction so that he/she can understand better what the directions & assignments mean to families at home.
- If you're working from home, schedule your work tasks during times that your child is working independently or during "down time" for your child, if possible. Many of our staff members are encountering the same challenges that you are - balancing time focused on their children and their own home instruction, while also providing their BHPS instruction/support in the same hours during the day. If something has to wait to be completed for BHPS in the evening, just let your child's teacher know. If you are not getting the flexibility & support that we, as an administrative team, expect, please reach out to us.
- We know that emails can become overwhelming - your child's teacher has been asked to keep you updated when your child isn't logging in or completing assignments. Please know that we are keeping you informed and may call upon you, on occasion, to help us get your child into a more productive situation.

Don't forget to check out the resources that have been posted on our Special Services website (<https://www.bhpsnj.org/Page/10781>) in order to provide additional ideas and information to you.

We hope that you have a relaxing long weekend, and we will "see" you when we return on Monday, 4/20/20.

Please continue to stay safe and healthy.

Sincerely,

Michele Gardner
Director of Special Services

Kevin Morra
Supervisor of Special Education