

August 13, 2020

Dear Keyspot Families,

Keyspot staff is ready to help your children get the most out of their distance learning. In order for this to be a successful endeavor please make sure that children are sent to Keyspot with the following:

Everyday:

- WCSD assigned device (iPad or Chromebook)

- Correct charger with plug for device

- HEADPHONES (make sure the headphones have a mic and that the audio jack is compatible with the child's device)

- All required grade-level classroom materials

- Lunch (Keyspot will supply snacks as usual)

Turn in by August 17:

- Completed and signed Keyspot Distance Learning Contract (next page)
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Regular communication will be even more important during this time. Please make sure to reach out if you have questions or concerns. This is new for all of us, but as long as we work together, we should be able to make distance learning at Keyspot a positive experience for everyone.

Sincerely,
Keyspot

Keyspot Distance Learning Contract Fall 2020

Child's Name:

Please go over this information with your child. The following are the expectations for students participating in distance learning while at Keyspot:

- Students are expected to follow rules outlined in the WCSD Acceptable Use Agreement.
- Students will be responsible for their learning materials (including assigned devices).
- During the designated school day, children are expected to behave as they would in their classrooms at school.
- Students will be respectful of others by using inside voices, raising their hands if they need help, and using school materials as intended.

The internet access at Keyspot that is available to children only during distance learning and is provided by the school for student use. This ensures internet use is secure and age-appropriate. Their checked-out devices should connect automatically when they boot up their device.

Initial on the line below to indicate yes (recommended):

_____ **The Keyspot staff may contact my child's teachers if needed to help with difficulties related to assigned work.**

Please communicate with us any additional information that might be relevant to your child's time distance learning at Keyspot:

Parent/Guardian Signature: _____ **Date:** _____