



Good Evening CCS Families,

Your CCS team continues to make preparations for Distance Learning with the most recent National and State recommendations in mind. **Distance Learning for Grades K-12 will commence on Monday, March 23 and will continue until further notice.** Our plans are driven by our commitment to ensure the continued health of our CCS community while equipping faculty, families and students to use this period of time in the most productive manner possible. We want to assure you that our focus on providing Disciple-Making Education has not waived; however, our methods and delivery are shifting. We are grateful for your partnership which will ensure a good transition and your student's continued learning and success. The Lord will surely guide and bless your efforts at home as He equips our faculty for delivery. We are praying for you fervently!

The Carmel Campus is currently closed to visitors: To uphold recommendations for social distancing, please only come to campus for the purpose of material pick-up. Our goal is to minimize the number of people on campus at any given time. Please refrain from coming to campus outside of these times.

Grades K-12 Material Pick-Up ~ Thursday, March 19

CCS students in Grades K-12 should pick up materials required for distance learning on Thursday, March 19 at the times noted below. **Please access the building through the MAIN CHURCH ENTRANCE (CCS entrance will be closed).**

Elementary Material Pick-Up (Thur, March 19; 9 a.m. - 12 p.m.):

Elementary parents (1 per family) should come to campus on Thursday between 9 a.m. - 12 p.m. to pick up classroom materials needed for distance learning. You will be guided to a specified area for pickup and will not have access to individual classrooms. Any elementary family that has requested technology** may pick this up from the Carmel Room during this time.

Middle School/High School Material Pick-Up (Thur, March 19; Noon - 3 p.m.):

Middle and High School students should come to campus on Thursday between Noon - 3 p.m. ONLY if they have requested technology** OR if they have materials in their lockers that are NECESSARY for distance learning, such as textbooks, notebooks, calculators, HS Chromebook, etc. Students should not come to campus for unnecessary items. Students will be accompanied in groups of 10 or less to access their lockers.

Note: If your family has children in multiple divisions, please come to campus during the pick-up time of your oldest CCS student.

**** K-12 Technology Pick-Up (Thur, March 19):**

If your family has a technology need and has completed the form requesting technology, these items may be picked up in the Carmel Room at your assigned divisional pickup time (Elementary: 9 am - 12 pm. ; Middle/High: Noon - 3 pm). Please find technology requirements and the process for requesting below.

Technology Requirements:

Distance Learning will require student access to technology in the home. The success of your student is contingent upon having access to one of the following devices:

- Laptop or Desktop Computer
- Chromebook

- Tablet

To ensure full access to our CCS Distance Learning platform, please ensure the device your student will be using has access to the **Google Suite apps** including *Google Classroom, Google Drive, Google Docs, Google Sheets, Google Meet, and Google Email (Grades 6-12 Only)*.

- **Laptop/Desktop Computer Users:** Please install the Chrome browser to access the necessary apps (click [here](#) to install).
- **Chromebook Users:** Your child will simply log in.
- **Tablet Users:** Please install the aforementioned Google apps separately.

We are grateful that most of our Carmel Christian families have ready access to these devices. If you DO, please do not request an additional device from CCS as we are working from a finite inventory. It is feasible for students to share devices for distance learning. However, if you DO NOT have a device for your student(s), our aim is to make provision for you.

Please complete [this form](#) for your Elementary and/or Middle School student(s) if you do not have a device available in your home and need to borrow a device from CCS. Please submit only **ONE FORM** per family.

High School students with a CCS-issued chromebook needing repair should email ccshelpdesk@carmelchristian.org with a description of the problem.

Distance Learning Instruction/Next Steps

Your student will receive detailed instructions regarding the implementation of distance learning so they are prepared to get started on Monday, March 23. This information will be e-mailed to your family on Friday, March 20.

Students who regularly receive **Pathways** support services will continue to work with their assigned specialists throughout the Distance Learning period. Detailed instructions regarding this process will be communicated to you by Friday, March 20.

CCS Events & Activities

All CCS Activities and Events are suspended until further notice.

We Are Family

During times like these, the Carmel Family is here to support your family as we continue our partnership in Disciple-Making Education. We encourage you to listen to [Pastor Alex's message](#) from last Sunday, *How to Live with Certainty in Uncertain Times*. Great encouragement that we can rest in God's certainty! We also want to come alongside you in the practical needs that your family may be experiencing. We are still putting some processes in place, but please share your family's needs with us by submitting [this form](#). We will be praying for you and identifying ways we can offer further assistance.

Thank you for your continued patience as we navigate this challenging situation. We are ever grateful for your partnership and prayerful support.

Sincerely,



Dr. Jay Hancock
Head of School