

From: John Black
Sent: Friday, September 25, 2020 10:13 AM
Subject: VPS News (Sept 25)

VPS Families

Believe it or not, we're almost half-way through the 1st trimester! Accordingly, in early October we'll be issuing **Progress Reports** to students who are struggling in a particular subject-area. The trimester ends in late October, and **Report Cards** will be issued in mid-November, followed by **Parent-Teacher Conferences** (which will be done virtually). But home:school communication must be ongoing. Accordingly, please don't hesitate to reach-out to your child's teacher with any questions or concerns.

Also, please review the "**Finance Update**" which I have provided below.

John Black, Head of School
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UPCOMING EVENTS

- **September 26 - October 4:** VPS Book Fair at the Frugal Frigate in Redlands (see attached flyer)
- **September 28-30:** VPS Nights at the Gourmet Pizza Shop in Redlands (see attached flyer)
- **Early October:** Progress Reports for students struggling in Math, English, Science, or Social Studies.
- **October 9:** No School
- **October 27:** Picture Day
- **October 30:** End of 1st Trimester (Noon dismissal)
- **CANCELLED:** In accordance with our Campus Safety Plan, we will not have a **Fall Fest** (Halloween Carnival) this year.
- **TENTATIVE:** We are considering a *virtual Grandparents Day* for later in the Fall and a *virtual Winter Concert* in December. See info below about our annual **Halloween Parade**.

DL-STUDENTS

Please be reminded that failure to attend a particular class via Zoom will result in the deduction of points, which can adversely affect a student's trimester grade on the Report Card.

HALLOWEEN PARADE

We are currently giving consideration to an acceptable format for this year's Halloween Parade, scheduled for October 30. In accordance with our safety protocols, we cannot allow parents on-campus or class parties that involve the sharing of food. But we will endeavor to broadcast the parade via Zoom. We also expect to dismiss the students at Noon. Further details will be forthcoming.

EMERGENCY FORMS:

At the beginning of each school year we ask parents to complete the Emergency Form which provides important contact and medical information. Your cooperation in completing this form is appreciated!

FINANCE UPDATE

Understanding the importance of **financial transparency**, particularly during challenging times, please review the information below ...

We ended the 19-20 fiscal year (July 2019 - June 2020) with a loss of approximately \$75,000, due in large part to (1) uncollected tuition, (2) reduced daycare revenue due to the school closure, and (3) no Summer Program. With lower enrollment this year (20-25 fewer students), we are anticipating a loss of approximately \$160,000 (which would have exceeded \$300,000 if we had not made various staffing reductions). As we begin building our budget for the 21-22 school year, we will take a conservative view of enrollment growth, believing that it

will take a few years to rebuild enrollment. Accordingly, a loss of at least \$50,000 is expected for the 21-22 school year. Fortunately, our reserve accounts can absorb this **three-year loss of nearly \$300,000**.

As we begin the process of rebuilding enrollment, one of the keys to this effort will be a robust *Tuition Assistance Program*, supported by a **Tuition Assistance Fund** with monies specifically earmarked to provide financial assistance. For the current school year, we have allocated upwards of \$75,000 of support (a 25% increase from last year). However, the average independent school typically allocates monies equal to **10%** of their annual revenue. We are currently allocating less than 5%. This needs to improve.

Why is this important?

1. Valley Prep tuition rates are higher than most other local private schools, thereby making the recruitment of new families challenging (not to mention the retention of current families).
2. Multiple grade-levels have fewer than 12 students. This is not optimal from a socialization perspective. Our enrollment goal remains 15-18 students per class.
3. Higher enrollment ensures the continuity of the Valley Prep "program," including Art, Music, Languages, Library, etc.
4. Higher enrollment allows for annual surpluses which can be reinvested in the school's facilities and programs.

How do we establish (and grow) a Tuition Assistant Fund? A few ideas ...

1. Use the interest earned from the school's investment accounts
2. Fundraising
3. SHARE YOUR IDEAS!!

FUNDRAISING THIS YEAR

Our annual fundraising efforts traditionally center-around the Annual Fund, Fall Fest (Halloween Carnival), and the GALA. Obviously, this is a unique year. We will not be able to hold a **Fall Fest** this year. But we will still aim to hold the **GALA** towards the end of the school year. If an in-person event is not possible, then perhaps an online auction is a viable alternative. Your feedback is welcomed! In the coming weeks we will be providing more details about this year's **Annual Fund**.

STAFFING UPDATE

1. Our Resource Specialist position has been eliminated
2. One Classroom Aide position has been eliminated
3. Library has become part-time.
4. Middle School English & Math have become part-time.
5. PE, Music, Art, French, and Spanish will soon become part-time. In most cases, the weekly frequency of these classes will not change.
6. Mrs. White (our PK teacher) has been working with our PK-K Distance Learners from home, but is now unable to return to campus due to family obligations. We are currently conducting a search for a new PK teacher. The position will be part-time.
7. Homework Club will not be offered during the 1st Trimester. If enrollment increases during the Fall, we will consider reinstating the program.

ON-CAMPUS SAFETY

1. Face-coverings are REQUIRED at Valley Prep for K-8th (and strongly recommended for Preschool & PK). This requirement will be continually reviewed, with consideration given to any changes in CDC and California guidelines. While cloth face-coverings are widely considered preferable, Valley Prep is not requiring a certain type of face-covering.
2. Where possible, VPS has increased distance between seats (and bedding in PS/PK) in classrooms. (NOTE: due to the small size of our classrooms, we do not guarantee that every seat will be 6' apart).

3. Student temperatures are taken daily upon arrival. If a student has a temp of **100.4**, they will be sent home. Parents are strongly encouraged to take their child's temperature each day before leaving the house. If a student is sent-home with a temperature above 100.4, the child must be **temperature-free for 24-hours**. In other words, if your child is sent home on Monday, they could not come to school until Wednesday.
4. Teachers constantly promote good hand hygiene (hand-washing and use of hand sanitizer). Hand sanitizer is available in each classroom and around the campus. Two outdoor sinks are also available for hand-washing.
5. Teachers constantly promote respiratory etiquette by reminding students to cover their nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available) and to keep their hands away from their nose, mouth, and eyes (obviously this is more challenging with younger students).
6. Classrooms and outdoor play-equipment are consistently wiped-down throughout the day. The school has hired a part-time person to assist Mr. Morales with this important duty.
7. There will be no fieldtrips, inter-school sporting events, or large on-campus gatherings (including Orientation Day, Back to School Night, Back to School Barbecue, Grandparents Day, Fall Fest) until further notice. In addition, monthly PTO meetings will be held virtually.
8. Teachers will do as much classwork outdoors as possible. The school has purchased additional picnic tables for this purpose (and to allow physical distancing during lunch).
9. Teachers will constantly discourage the sharing of supplies and food.
10. Installation continues of **Bi-Polar Ionization kits** into each classroom. Studies have shown that these air-filters have a 99.4% reduction rate on a SARS-CoV-2 (COVID-19) surface strain.

CONFIRMED TO HAVE COVID-19

If a student (or staff member) in a particular class is confirmed to have Covid-19, then the entire class (including the teacher) must **quarantine for 14 days**. Other classes would likely not be required to close. All students in the closed classroom would transition to 100% Distance Learning during the quarantine. After the 14-day period, each student (and the teacher) would need to **submit a "clear/negative" test result** in order to return to campus. This policy/procedure has been approved by CDPH.

EXPOSED TO SOMEONE WITH COVID-19

If a student (or staff member) in a particular class is confirmed (or even "suspected," given the circumstances) to have been exposed to someone with Covid-19, then they must **submit a "clear/negative" test result** in order to return to campus. If sufficient background information is available, then it may also be necessary to quarantine for 14-days. If the test result is "positive," then the procedure outlined above will be implemented.