



Dear Parent/Guardian:

Re: Out-of-School Learning: Grades 3-4

Hello! My name is Heather Balog and I'd like to take a moment to introduce myself as your child's out-of-school learning teacher. I'm overseeing out-of-school learning for grades 3 and 4 students. I'll be your key contact person for any questions or issues during your child's out-of-school learning experience. We're excited to officially get underway **Tuesday, September 8!**

Each week, you'll be able to access documents in an online package to help you lead your child's learning at home. These documents will be uploaded by the first school day each week onto Brightspace, the online learning platform we're using for out-of-school learning in Elk Island Public Schools. Additional information is provided in the attached [Out-of-School Overview](#).

My job as your out-of-school teacher will be to:

- Provide scheduled online lessons at specific times during the week. These lessons will take place via Microsoft Teams. The specific schedule and links for your child to join these lessons are listed below.
- Act as a key contact for questions and information.

Start	End	Monday, Wednesday & Friday
8:45 a.m.	9:30 a.m.	<a href="#">Grade 3</a>
9:45 a.m.	10:30 a.m.	<a href="#">Grade 4</a>

\*This schedule is subject to change throughout the 2020-21 school year.

\*\*Students will use the same link all year.

Out-of-school learning follows the same [2020-21 Division calendar](#) as in-school learning—in terms of school days and non-school days. Before the first day, please ensure you and your child are able to log into Brightspace. Instructions for setting up your Brightspace accounts are available in the attached [Parent Guide](#) and [Student Guide](#).

#### Parents:

- Brightspace for Parents: <https://eips.brightspace.com/d2l/local>
- Username: You will ALWAYS use your PowerSchool Parent Portal username to access Brightspace for Parents
- Password: You will set up a Brightspace password the first time you log in. Refer to the instructions in the attached [Parent Guide](#).

If you can't remember your Parent Portal username, contact your child's school for assistance.

**Students:**

- Brightspace platform for students: <https://eips.brightspace.com>
- Username: Use your EIPS student email address
- Password: Use your EIPS student password

If your child needs help with a password reset, contact your child's school for assistance.

You'll be able to reach me on school days between 8:30 a.m. and 3:30 p.m.:

**Heather Balog, 3-4**

[Heather.Balog@eips.ca](mailto:Heather.Balog@eips.ca)

780-417-8167

As I'm overseeing out-of-school learning for grades 3-4 students from all schools across the Division, I ask for your patience when you contact me with questions. I'll try to respond as soon as possible.

**Next Steps:**

Please complete the following before the first day of out-of-school learning, Sept. 8, 2020.

1. Ensure you can log in to Brightspace for Parents
2. Ensure your child can log in to the Brightspace platform for students
3. Review the [Out-of-School Overview](#)
4. Review the [Brightspace for Parents: Parent Guide](#)
5. Review the [Brightspace: Student Guide](#)
6. Make a note of the specific times for your child's online lessons throughout the week and save the applicable link for easy access throughout the year

I'm so excited for this opportunity to support your child's learning journey!

Sincerely,

Heather Balog

Out-of-School Learning Teacher, grades 3-4