



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350
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April 4, 2020

Dear NDMA Family, please note the following:

1. *Important Note from Ludmila Palkova – NDMA’s Food Service Director:*
When you receive hot dish or other hot food items in microwavable containers (black bottom, clear plastic lid) through our meal delivery, please reheat in microwave for approximately 1 to 2 minutes. Stir food with food-safe utensil to ensure even heating. Be careful about steam when opening. Heat for an additional minute if *not* hot enough. Do not reheat leftovers more than once. Do not use the microwave container in convection or conventional oven.
2. *Handling of Distance Learning Bags & Materials.* Please consider the following protocol regarding handling of the learning materials and bags:
 - a. The full bags sit in tubs over the weekend. By the time you receive them from us on Monday, they’ve been free from ungloved human touch for more than 48 hours. Even though our Couriers are wearing gloves for deliveries, you may certainly let the bags sit for another day, if you’d like an additional 24 hours clearance.
 - b. We are letting the bags and materials you are sending back to school sit for three days before we open them and go through the materials.
3. *Technology.* The ATT internet “hot spots” have not yet arrived. If you are awaiting delivery of one, please know that I will contact you to arrange delivery as soon as they are here. If you need this resource and you haven’t already contacted me, please contact me to determine if you are eligible. (dave.conrad@newdiscoveries.org)
4. As a reminder, beginning this week, I will NOT provide **daily Family Letters**. Instead, I will reach out to you Monday and Wednesday each week. As always, please contact me or someone in our office if you have any questions or concerns.

Dave Conrad