



MANRESA SCHOOL
Hijas de Jesus
Candida Maria Street, BF Homes,
Parañaque City

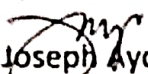
September 21, 2020

Dear Parent/Guardian,

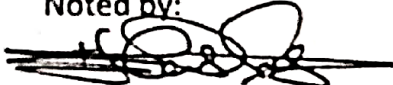
It has been a month since the start of your child or adolescent's distance learning experience and it has become a part of our lives. You may have heeded advisories from the school, media and friends on how to conduct an online distance learning during the pandemic. Attached to this letter are tips on how to help your child's distance learning less stressful and more productive.

With some extra planning and patience, we hope these tips will help you find the approach that works best for your child or adolescent.

Yours truly,

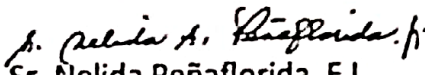

Joseph Ayo, MD
School Physician

Noted by:



Mr. Eleazar Solas
Principal


Sr. Cecilia Solis, F.I.
Treasurer


Sr. Nelida Peñaflorida, F.I.
Legal Representative

P.S. In lieu of the traditional return slip, please fill-out the Google form to acknowledge that you have read this advisory. Just click on the link for the Google form: <http://bit.ly/MS-ODL-Tips>

Tips for a Less Stressful and More Productive Online Distance Learning

Establish a daily routine

A daily routine gives structure to a day of schooling. Manresa School has set the time schedule for learning sessions with adequate time for rest and eating meals. We hope you will encourage your child or adolescent to stick to the schedule.

Morning routine

This includes waking up early, eating breakfast, exercising, brushing the teeth, taking a bath and personal grooming. It will instill discipline and foster good hygiene practice. It will jumpstart their psyche into attending their online classes. Being at home and not going out should not be an excuse for not grooming oneself before attending the online class.



Attending the online class

Have your child or adolescent wear the school uniform. Doing so will set the mood for attending the class. You may assist them in using tablet or computer if they are not tech savvy. The following tips show how to set-up an ideal study area for your child or adolescent for their online class.

Virtual classroom desk at home

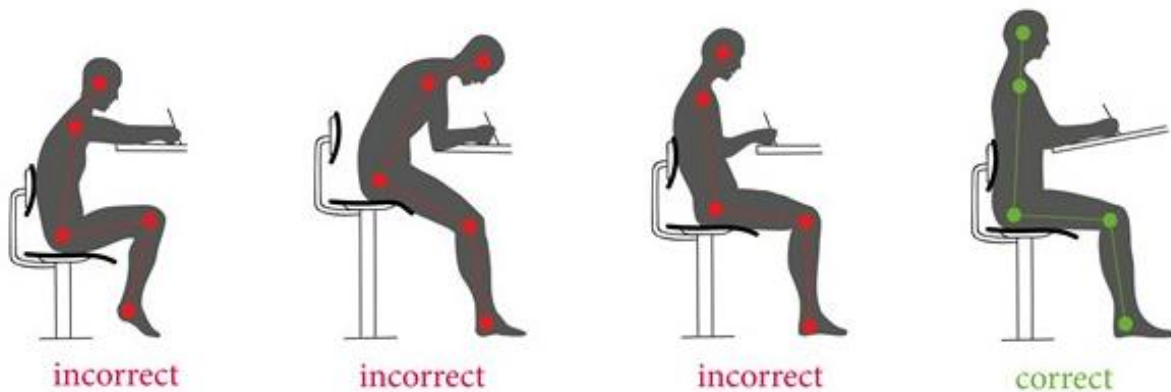
Have a designated area in your home as your child or adolescent's virtual classroom desk. The place should be in a cool, well-ventilated area with adequate lighting. The area should have the least interference from day activities in the house. If your child or adolescent will attend the online class in his/her bedroom, position the desk so as he/she is not facing the bed. Tell your child to tidy up the bedroom and remove unsightly objects before the start of the online class.



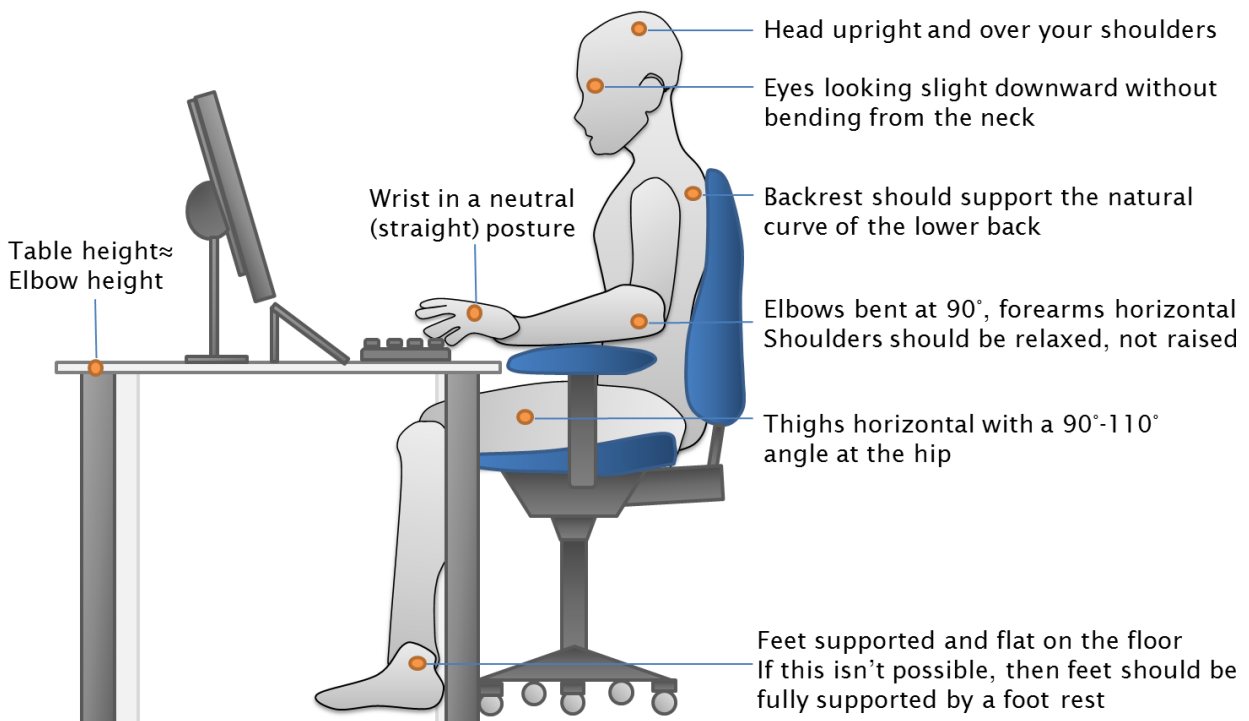
Let your child or adolescent sit on a comfortable chair that is appropriate for his/her age and body structure promoting proper posture. It should not be too high so that he/she will be dangling his/her legs or too low that he/she is in a squatting posture or hunched posture. The feet should be flat on the floor. You can put a footrest if the chair is too high. Crossing their legs is bad for posture. The backrest of the chair should encourage a posture where the upper back is straight and the lower back's natural curve is supported. Remind them not to slouch. The hips should be as close as to the back of the chair as possible. Do not let them attend the class on the bed. It is not advisable to hold class on the floor using the low living room table as a desk.

The desk needs to have ample spaces for the digital device or computer set, books, references, tools for studying and work area for writing or taking down notes. The desk height should be at level the child or adolescent's elbow height while sitting. The shoulders and arms should be

low and relaxed not hunched up when the forearm and hands rest on the desk, keyboard and mouse. Your child or adolescent should not be reaching too far for the keyboard and mouse.



The tablet or the computer monitor or laptop screen should be at eye level or a little below eye level. If placed too low, it will strain the neck and shoulder muscles and will give an uncomfortable hunched posture. If placed higher than eye level, the eyelids will open wider thus drying them easily causing eyestrain. Laptop screens and computer monitors need to be 2 feet from the eyes. If you use TV screens as a large monitor for online class, it should be at least 10 feet away depending on how big the screen is. You may need to adjust the font size of monitors particularly on small screens tablets so as your child or adolescent can comfortably read to reduce eye fatigue.



Properly position the computer monitor or laptop screen so that light from windows, lamps and overhead lighting will not shine directly on the screen. The brightness of these light sources should be half the brightness needed for writing and reading. You may cover the windows at certain times of the day when the sun is shining brightly through the window. Decrease the brightness of monitors and digital device screens to a more comfortable level of viewing.

Remove distractions

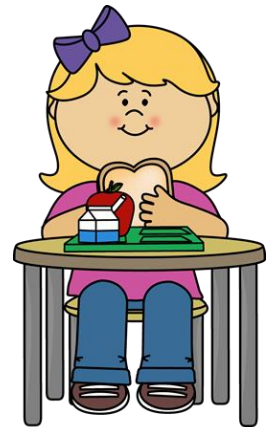


Remove things that will distract your child or adolescent during class. The desk should be clear of things not related to his/her learning sessions. Have storage bins nearby to store reference materials or learning tools so as not to clutter the table. Help organize his/her stuff. Remove toys, pictures and figurines on the desk. These can be temporarily placed in a storage bin during class session. Don't let pets disrupt your child or adolescent's class session.

Put notifications of applications in mobile phones, tablets and computers on mute during class sessions. Instruct household members to minimize noise and activity whenever your child or adolescent is online. Avoid playing music or turning on a nearby TV during class sessions. There may be too many distractions in an open space like your front lawn, backyard, or open garage if you consider moving your child or adolescent's desk outdoors.

Break times and mealtimes

Your child or adolescent's day schedule has ample time for rest in between class sessions. We advise for your child or adolescent to retreat from his/her computer or gadget during this break period. Your child can stand up and walk around. He/she can utilize these rest periods to eat, go to the rest room, exercise and/or do personal stuff. He/she can take a short nap after taking his/her lunch during his/her break around noon. Advise your child not to use the break periods to check social media, watch TV, or play video games. The rest periods are there to reduce digital eyestrain that may be happen during a class session.



Care for eyes and ears during online class

Eyestrain occurs when one's eyes get tired from **intense** use, such as prolonged staring at computer screens and other gadgets and watching TV all day. Usually, it is temporary and is resolved once rested. One can do necessary steps to reduce eye discomfort.

Symptoms of eyestrain include sensation of soreness, tiredness, burning or itchiness in the eyes, watery or dry eyes, blurred or double vision, increased sensitivity to light and a feeling of difficulty in keeping eyes open. Others may experience headaches, soreness of muscles of neck, shoulder or back and difficulty in concentrating.



Eyestrain is often temporary but annoying. To reduce eyestrain, tell your child or adolescent to avoid extended use of computers and digital devices, to take breaks in prolonged reading, to avoid staring at bright lights or glare, to read in a well-lighted area, to avoid exposing eyes to moving air from a fan or air-conditioning system, and to avoid or manage stress and fatigue.

Eyestrain can be a symptom of an underlying eye problem like uncorrected vision (e.g. nearsightedness or farsightedness). Your child or adolescent may be needing prescription glasses. If your child or adolescent has prescription glasses, encourage them to use them.

If your child or adolescent use an earphone or headphone, instruct his/her not to put the volume at a high setting. Whether for online class or listening to music, one should set the volume at the lowest possible audible level to prevent hearing loss at an early age. Instruct them to clean the earpiece regularly.

Well-balanced diet

There is no special diet or supplement for your child to become smarter, healthier, to grow taller, and to boost immune system. A well-balanced diet is more than suffice. Encourage your child or adolescent not to miss meals. Start the day with a good hearty breakfast with a dairy source like a glass of milk. Serve fruits and vegetable portions in every meal. Avoid empty calorie drinks and treats. Children and adolescents should not be taking coffee or any caffeinated drinks or alcohol.



The Food and Nutrition Research Institute (FNRI) of the Department of Science and Technology (DOST) has been advocating the *Pinggang Pinoy*, the healthy food plate for Filipinos. You can access their infographics at this link:

<https://www.fnri.dost.gov.ph/index.php/tools-and-standard/pinggang-pinoy>.

After class routine

Your child or adolescent can take a short rest after finishing a day's online classes. He/she can take a light snack and do some afternoon exercises or backyard games. After which, he/she can review the day's lessons, do some homework, do additional readings or research on certain topics, communicate with their classmates for group works or group discussions.

Active lifestyle

Encourage your child or adolescent to have an active lifestyle. Health experts recommend 60 minutes of physical activity each day for children 6 years and older. Active play promotes exercise for children. You can let his/her do basic exercises and sports that are appropriate for age. Doing household chores is a good workout for all ages.



Evening routine

Aside from eating dinner and finishing school work, projects and assignments, you can help your child or adolescent in planning for the next day's online class by checking schedule, preparing school materials and checking the computer, digital device and internet connection.

After dinner, your child or adolescent should include preparations for sleep in the evening routine. These preparations include taking a bath or washing up, brushing teeth, changing clothes and preparing the bed. It is nice for children and adolescents to develop good sleeping habits at an early age. Below is the recommended sleeping time for children and adolescents.



Age	Recommended Sleep Hours in a 24-hour period
Infants (4 to 12 months old)	12 – 16 hours (including naps)
Toddlers (1 to 2 years old)	11 – 14 hours (including naps)
Preschoolers (3 to 5 years old)	10 – 13 hours (including naps)
Gradeschoolers (6 to 12 years old)	9 – 12 hours
Teens (13 to 18 years old)	8 – 10 hours

Aside from adequate sleep, it is important to have a good quality sleep. Sleep experts suggest limiting daytime naps to 30 minutes (45 minutes maximum). Extended daytime naps interfere with a good sleep at night. Establish rules on social media use, computer use and TV viewing that will promote good sleeping habits. Using devices, playing video games and watching TV programs and movies past bedtime can interfere with sleep. Sleep experts recommend turning off light from screens of digital devices and TV an hour before bedtime. A cool environment and a well-darkened room promote good sleep. Switch off any source of light and provide good ventilation to achieve a cool environment even without using your aircon. Ask your child or adolescent not to sleep with his/her cellphones and/or tablets.

See if your child or adolescent has any condition that may disrupt his/her sleep like snoring (possible obstructive sleep apnea), nasal congestion, itchiness, headaches, and abdominal pain. Consult your pediatrician if they have sleeping problems. Avoid serving food or drinks that are spicy and with caffeine. See if your child or adolescent is smoking (or exposed to someone who smokes), drinking alcohol or taking prohibited drugs. These have chemicals or substances that affect sleep and changes behavior. Having emotional and mental problems also affect sleep. Try to listen to your child or adolescent's problems.

Benefits of good sleep

Studies have shown that kids who regularly get an adequate amount of sleep have improved attention, behavior, learning, memory, and overall mental and physical health. On the other hand, not getting enough sleep can lead to high blood pressure, obesity and even depression.



Regular check-up with pediatrician

I hope that the fear caused by the pandemic and the restrictions imposed by the government will not affect your regular visits to your child or adolescent's pediatrician. Your pediatrician can detect medical problems at their earliest stage. They can give your child or adolescent health advice on certain health concerns. Bringing your child or adolescent to your pediatrician will keep his/her immunizations up-to-date. Just give your doctor a call if your child or adolescent is sick or injured or having emotional problems or if you need to set an appointment for a clinic visit. Also, you may call the school clinic at 88429917 local 140 from 9:00 a.m. to 3:00 p.m. or send us an email at msclinic@manresaschool.edu.ph if you need medical advice.

Prayerful life

Studies have shown that religious beliefs and practices can help people cope up with difficult situations. Individuals who use religious coping appear to handle their conditions more effectively than those who do not. In the best of times and in times of struggle, it is important to keep in touch with the Lord. Continue to promote a prayerful life to your children and adolescents. Teach them prayerful devotions. Hear mass as a family every Sunday whether in church or online whichever is permissible.

