

**Arrival and Departure** The students will follow the staggered schedule of arrival, they enter through the assigned classroom door, and they will depart through the same door. They will have a path of travel that will be direct(marked physically) and void of crowding. Signage will indicate social distancing. Bubblers will be covered. If students arrive late they must enter by the front door. They will ring the doorbell and be met at the door. The screening process will take place.

If a student is going to leave early the family must call and notify the office by email prior to the start of the school day or call the office. Family members will pick their child up at the back of the school, the nurse's office (labeled Nurse's Office) next to the middle double doors. The health care worker meets you at the door, and you will sign the child out. Parents will not be admitted into the building. Children must bring their snack, lunch, and a bottle of water to school daily. The school will provide a school lunch(cereal and a snack) to any student who forgets his/her lunch.

**Arrival Time** is from 7:45 am - 8:15 am.

7:45 -8:00 Last names beginning with A-I

7:50 -8:10 Last names beginning with J-R

8:00 -8:15 Last names beginning with S -Z

**Departure Times** -The departure times are staggered. Classes will be called and exit one class at a time to keep social distancing.

2:45 - Grades 6, 7 and 8

2:40 - Grades 3, 4, 5

2:30 - Pre-k 3 and 4, Grades 1 and 2 Assigned Doors for arrival and departure:

Children must be picked up within 10 minutes of departure time. The **Extended Day Care Program** is limited and must be signed up for the prior month. Billing will take place through FACTS Tuition Incidental billing. **Before School Care 7:30-7:45 daily. You must sign up the month prior to the Extended Day Care 2:30 pm -4:30 pm daily.** Forms will be posted on the website. Daycare before and after school will begin on September 8th. For the month of September, you must sign up the week of Sept. 1st.

Pre-k  $\frac{3}{4}$  Back of school - first door on left - closest to the faculty parking lot- (labeled Pre-K and KB)

Kindergarten A and Grade 1 and 2 -Back of School - middle doors (labeled K and 1)

Grade 2 Back of School -Cafeteria Door (next to middle doors) (labeled no. 2)

Grade 3 Back of School -Closest to the school parking lot -front of the school(labeled no. 3)

Grade 4 Back of School- Extended Day Care Door (Labeled EDP- 4)

Grade 5 Front of School - Middle Doors( facing Mt. Pleasant Avenue)(no.5) Grades 6, 7, 8

Gymnasium Doors (labeled 6, 7, 8)

**Bathroom Assignments** - Teachers will schedule bathroom breaks so they are staggered. Students will be given verbal directions and see signage to remind them to keep six feet of social distancing.

Pre-k 3 and Pre-K 4 and Kindergarten Each classroom will use the pre-K bathroom located across the hallway of the entrance.

Pre-K 3 Girls will use 2 stalls labeled 3 and use the sink labeled no. 3. Pre-k 3 boys will use the bathroom stalls labeled no. 3 and use the correlated sink no. 3. Kindergarten students will use the stall labeled K. Pre-k 4 Girls will use 2 stalls labeled 4 and use the sink labeled no 4. Pre-k 4 boys will use the bathroom stalls labeled no. 4 and use the correlated no. 4 sink. Students will travel on the right and use the distancing marks on the floor.

**The kindergarten students** will use the door labeled K). Students are supervised while in the bathroom. Grades 1, 2, 3, -Girls in each class will use the stall labeled according to the grade they are in (Grade 1 girls use stall no. 1 etc.).

**The sinks are labeled grades 1, 2, and 3. Grades 1, 2, 3,** - Boys in each class will use the stall labeled according to the grade they are in (Grade 1 boys use stall no. 1, etc.). The sinks are labeled grades 1 and 2 and 3. Grade 4 Boys and girls will use the bathrooms at the rear of the cafeteria.

**Grades 5, 6, 7, 8** The girls and boys will use the stall labeled according to their grade and the corresponding sink. The urinals in the boys' room will also be labeled according to grade.

1. Signs will be posted displaying requirements to wear masks, implement social distancing, specifying exits, entrances, and stating that sick individuals should stay home.
2. Each classroom teacher will have cleaning supplies, hand sanitizer, and extra masks.
3. Teachers will have shields and clear masks available to aid in teaching.
4. The cleaning schedules and procedures will be posted in every classroom. The building schedule will be placed in the custodian's closet as well as in the main office. Classroom hotspots will be whipped down before snack, after snack, before lunch, and after lunch. Students will be required to use hand sanitizer as they enter the school, before they sit at their desks, before they leave the classroom, and when they return. They will be required to remind the students to wash their hands when they use the restrooms.
5. Faculty and staff will be scheduled to meet the requirements of social distancing. Example: Two adults will be assigned to a consistent pod of students each day. Each classroom pod will be in contact with two consistent adults each day. Other faculty/staff interaction will be conducted with social distancing of 6ft.

Example:

The middle school teachers will travel from classroom to classroom but they will keep the 6ft distance. Recess areas will be assigned at alternating times. Other faculty/staff interaction will be conducted with 6ft. of social distancing. Example: The middle school teachers will travel from classroom to classroom but they will keep the 6ft distance(rolling table with plexiglass to provide a shield).

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**Extended Day Care 2:30 pm -4:30 pm daily.** Sign up paper will be posted on the website.