



### **Frequently Asked Questions**

#### **Is there early drop off?**

At this current time CDC, NYS, and the Archdiocese have suspended Early Drop off. They will notify us of clearance in Stage 2.

#### **What time will my child need to arrive to school?**

Student check in will begin at 7:50 am.

#### **What are morning arrival procedures?**

Every person who is entering the school, will be required to be scanned for temperature check. One entrance will be to enter the school building. Students Designated Entrance/Exit will be enforced to help traffic flow during morning arrival and dismissal.

Grades Pre K A, K, 1, 3 will enter through staircase B on the Grand Concourse. Aides will be monitoring the entrance/exit as children enter. Aides will be present to escort children upstairs implementing social distance.

Grades Prek 3, Pre K B, Grade 2, Grade 8 will enter the Main entrance on Grand Concourse and will use staircase A to proceed to classroom. Aides will be present to escort children upstairs implementing social distance.

Grades 4, 5, 6, 7 will enter through the side gate on Grand Concourse and will proceed use staircase A to proceed to classroom. Aides will be present to escort children upstairs implementing social distance.

The Villa entrance will be available for the UPK Annex to utilize (Prek C, Prek D, Prek E). Aides will be present to monitor children implementing social distance. The amount of students will be monitored by aides to continue to practice of Social distancing. Walkie talkies will be use d to communicate next group to enter.

#### **What are the dismissal procedures?**

Designated dismissal exits will be assigned to allow for social distancing. Staggered dismissal time will be as follows: 2:20 pm- Prek , 2:30 pm- K-2, 2:40 pm -Grade 3-5, Grade 6 2:45 pm, 2:50: Grade 7 & 8.

Grades Pre K A, K, 1, 3 will use staircase B to exit out through EXIT B on the Grand Concourse.

Grades Prek 3, Pre K B, Grade 2, Grade 8 will use staircase A to EXIT A out through the Main entrance on Grand Concourse.

Grades 4, 5, 6, 7 will use staircase A to exit out EXIT A using the side gate on Grand Concourse. The Villa EXIT will be available for the UPK Annex to utilize (Prek C, Prek D, Prek E).



***Parents who arrive late during pick up would need to wait to pick up child in a safety area(cafeteria) where social distancing is not interrupted. They will need to enter through the entrance of yard on Villa Avenue to pick up and exit out on the opposite side Grand Concourse if parent is late arriving.***

What method of communication will be used to Communication with Families?

The school has multiple systems in place to communicate with families. All relevant information will be shared on our school website: [school.stphilipneribronx.org](http://school.stphilipneribronx.org), ClassTag, and phone calls (if needed).

Who can I speak to if I have concerns about my child mental state?

families can also consult with the Archdiocese of New York Drug Abuse Prevention, <https://adapp.org> or 718-9014-1333 or the New York State Mental Health Assistance Hotline at 1-844-863-9314 or 1-888-NYC -WELL -1-888-692-9355

What instruction option will my child be able to do?

Throughout the 2020-2021 School Year, student instruction will take place through various models:

1) **Full Time Requested Remote Learning:** If the school building is open for in-person instruction with social distancing, and the parent and student feel it would be in best interests of the student to stay home and participate in remote learning, they can request that accommodation directly by writing to the principal. If this method is requested, the student will need to be online throughout the day watching and participating in the class lessons when instruction is taking place. The student must remain with remote learning for the full quarter unless the traditional model of education returns to the school building. **Student must be online on time and wearing their school shirt.**

2) **Hybrid Model-**This model will be based upon a combination of in-person and remote learning. Students (half the school) will come to school for two consecutive days of instruction. There will be a cohort called the Serviam group (named after the school motto, who founded the school) and another cohort called the Philip Neri group (named after the patron saint and namesake of the school). The Serviam group will come on Mondays and Wednesdays, with alternating Fridays. The Philip Neri group will come on Tuesdays and Thursdays, with alternating Fridays.

How will I know what day my child will attend school?

A Parent Welcome Letter will be emailed to you. On the top of the letter you will see your child's Designated Cohort: (Full Time Remote Cohort, Cohort A: Serviam, Cohort B: Philip Neri) This is based on the Back to School Survey that was posted on the school website July 23.

If you still need to complete the survey, please copy and paste this link into your browser : <https://school.stphilipneribronx.org/back-to-school-survey-2020-2021>

Further directives will be provided in the letter regarding setting up yourself for Class Tag and Google Classroom. On these platforms teachers will be posting their Zoom link to hold class.



Will my child be marked absent if not present for online class?

Yes your child will be marked absent. If your child will not be present, please communicate that with your child's teacher.

What is the protocol for students or staff who have pre-existing medical conditions?

Students must have their updated 504 medical form on file, along with their updated medication. Students who do not have a 504 form on file and an medical episode such as but not limited to asthma attack, allergic reaction occurs- the nurse is mandated to call 911 to request medical personnel to intervene and assist.

For staff emergency contacts forms need to be completed. Please make sure you have your necessary medication to self-administer. Notify administration if having medical episode occurs.

Does my child need a to be updated on immunizations?

Yes all staff personnel and students must have an updated physical which includes up-to-date physical forms.

What is the protocol for the ventilation?

Proper ventilation will be ensured with air flow from outdoor areas including having windows and doors open at the same time across all rooms to maximize cross-ventilation. Exhaust fans are being installed to draw out warm air to help circulate air.

Staff will be instructed to only use the fresh air settings on their window air conditioning units.

Will my child have gym?

Students will have health and nutrition in their designated classrooms. The same for their music and art class.

My child will be eating home lunch, can I drop it off to them?

*Meals will not be allowed to be dropped off during the day. No sharing of any food will be allowed.*  
No food (snacks) will be available for purchase. Meals will be eaten in the classrooms. The cafeteria will only be used during stage two and proper social distancing and limited cohort grouping will take place. Proper sanitization will also occur. Students may bring their own meals from home.  
No student or SPN personnel may leave the school to go out for lunch.

There will be no use of school microwaves or heating up of food.

SPN will continue using the Federal School Food Program. Grab and Go meals (breakfast and lunch)



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will be distributed from a central area on each floor for students who are in school and eaten in their assigned socially distanced classrooms.

Meal distribution for students who are doing home instruction will take place at a central location on the first floor for those students who would like to come and get their Grab and Go meals (using the side Grand Concourse Gate and will be given a lunch from the window of cafeteria or back door of cafeteria). ***(Additional information times will be provided in Family Welcome Letter for meal pick up and a google form(will be accessible on school website) must be completed before 9 am each day to indicate whether lunch is being picked up that day).***

All water fountains will be turned off. Students will be able to bring in reusable filled water bottles which must be labeled with student's name.

#### What happens if an child or staff member gets sick?

To ensure safety and best practice, St. Philip Neri has designated a "Little Cub Room" (isolation room) where students and staff with COVID-19 symptoms are to be placed while they await pick-up and safe exit from the building. School leaders will monitor staff and students throughout the day for signs of illness. Students must be immediately moved to the Little Cub Room, (isolation room), where they must wear a face covering until they are picked up, as soon as possible, by an authorized person.

The parent or guardian must be notified, and safe pick up must be arranged. Children being picked up will need to exit out near Nurse Office to contain the area of exposure. Parents will be given directives on picking up their child ahead of time. Staff will be discreetly asked to leave the building immediately and to report their symptoms to a medical professional. Maintenance personnel will be required to close off and restrict the areas accessed by any sick individual or any individual exhibiting symptoms.

Admin will notify Regional Superintendent of the matter in detail, issue approved letter to school community families and school staff. School leaders will follow all health department directives on school closures, because of COVID-19, and on facilities, which are provided by the Health and Safety Task Force of the Office of the Superintendent of Schools.

School leaders will coordinate with the appropriate vendor from the Office of the Superintendent of Schools for disinfection procedures and timelines according to CDC guidance. Individuals who are COVID-19 positive may only return after providing a note of medical clearance and two negative COVID-19 test results after they are without fever for three days. In keeping with HIPAA law, at no time should the identity of the individual, who is COVID-19 positive, be revealed



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Monitoring Symptoms:

It is also important that if your child or anyone in the house has any of the following symptoms (coughing, sore throat, stomach pain/diarrhea, stuffy/runny nose, body aches/pains, and fever) please stay home and get tested (PCR test). Please do not send in your child if anyone in the household has results that are pending.

Will the area of Little Cub Room be sanitized after an individual was in there?

The area that was accessed by any sick individual or any individual exhibiting symptoms must be closed off and restricted. These areas must not be reopened or utilized until cleaning and disinfection has taken place in an acceptable and prescribed manner following the CDC prescribed guidelines. There will be a wait time of 4 hours before the custodians clean and disinfect the Little Cub Room. The persons doing the cleaning must wear appropriate personal protective equipment and arrange for optimal ventilation during the cleaning process.

How often are the classrooms cleaned?

Our trained custodial staff and hired aides will clean and disinfect frequently touched surfaces daily and, as practicable. Classrooms will be thoroughly cleaned and sanitized each day/evening- thoroughly.

- If Groups of children are moving from one area to another in shifts, disinfecting measures will be completed prior to the new group entering the area, which will be communicated directly in writing for all staff members. Teachers will have to sign up in advance to travel to another classroom. Admins will schedule a cleaning period to allow for disinfecting to occur.

An outside cleaning company will come in the afternoon/evening a week to deeply disinfect the school following CDC guidelines with approved products.

Custodial staff, will sanitize using recommended disinfectants wiping down staircase railings, doorknobs of doors to classrooms and entrances/exits/offices

Teachers will sanitize using recommended disinfectants wiping down chromebooks, and desk surfaces, writing utensils.

Custodial staff and aides will Sanitize using recommended disinfectants wiping down sinks, spraying toilets, hand sanitizer units

The safety of the students will always be our top priority. SPN personnel will make sure that disinfecting and cleaning materials are kept away from them and that when such items are utilized, proper ventilation will be used, and proper supervision will take place during cleaning.

As required by the product's instructions, custodial staff, with the responsibility of cleaning and disinfecting the school site, will be equipped with proper protective equipment, including, but not limited,



## *St. Philip Neri School*

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to glove, eye-protection gear, respiratory-protection gear, and other appropriate protective equipment. Custodial staff will also ensure that all industrial cleaning products are kept out of reach of students at all times and that such products are stored in a space with restricted, locked access.

### CoVid-19 Safety Reminders:

- a. **Daily questionnaire:** Every student and staff member must complete the daily questionnaire in order to be admitted into the school building.
- b. **Travel:** All students must abide by the NYC/NYS travel policies and restrictions included in the attached letter. Therefore, if you plan to travel to such an area, the student must quarantine for the appropriate period of time and submit a COVID-negative test before returning to in-person instruction.
- c. **COVID exposure:** If a student or staff member has been exposed to someone who has tested positive or tests positive himself or herself, the school **MUST** be notified **IMMEDIATELY** so that contact tracing and appropriate measures can take place.
- d. **In-person students returning from quarantine:** will need to submit a negative PCR test result to return to in-person learning to help keep everyone safe.



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### How do I setup Class Tag?

A Class Tag form will be setup for put on the website for you to fill out and submit. You child's teacher will also provide their class code where you'll be able to register as well.

### Will my child be able to attend mass?

Once we receive approval and enter later stages of reopening, we will notify families of attending mass. Students will be able to view Sunday mass on St. Philip Neri Church facebook page.

### How can I get in contact with my child's teacher?

Parents can send a message to their child's teacher at a reasonable time. Remember teachers need 24 to 48 hours to respond, and will not respond to messages after 3 pm. That is the discretion of the teacher to respond after their designated work hours.

### What do I do if I need to pick up my child early?

We understand there are emergencies but Early dismissal is frowned upon, especially during these circumstances. You must call the school hours in advance not 10 minutes before pickup, we need to provide ample time to get your child ready for dismissal and obtain an aide to escort your child downstairs, if it is in fact an emergency. Please understand to ensure everyone's safety we are following a strict routine. Please respect and abide by the school policy being implemented and enforced.

### How do I get in contact with the school office?

Parent may call the school at : 718-365-8806. Parents and inquiring guests visiting our website will be directed to make an appointment for a phone call or video conference. We will utilize applications allowing for virtual signing of documents to avoid visits as well as exchange of hard copies of documents. Please check the school website frequently for updates as well as Class Tag.