



August 21, 2020

Dear Families,

Welcome to Kindergarten! Due to COVID-19, this school year presents many new challenges. It also presents an opportunity for us to learn and grow! Thank you for your patience as classroom policies and practices may change with new developments and information. On Back to School Night, you will receive more in-depth information about the upcoming school year. Until then, here are a some notes of importance:

Google Classroom & Google Meet

- All students should have a designated, distraction-free work area for distance learning days.
- All students must use Google Classroom. Please see the attached *Kindergarten Google Classroom Codes* for a list of these codes. Please see the attached *Google Classroom Cheat Sheet* for information on how to sign up for individual Google classrooms.
- Students using Google Meet must wear a headset with a microphone to reduce background noise. Students should be able to independently turn their microphones on and off (muting and unmuting). We will practice this!
- Students must follow the virtual code of conduct. Please see the attached *Virtual Classroom Rules* for the code of conduct.
- Attendance will be taken for each class period. Students must be logged into Google Meet and present for the whole class period, otherwise they will be marked “absent” for that class.

Schedule

- Please see the attached *Kindergarten Schedule 2020-2021* for a schedule of your child’s classes.

- Students will log in to Google Meet at 8:30 every morning. The Google Meet link will always be the same link. It is located on the header of the **Kindergarten Homeroom** Google Classroom. **Throughout the morning, we will have several “brain breaks” to keep students active, engaged, and focused.**
- During Specials (P.E., Library, and Art/Music), students must go to the Special Teacher’s Google Classroom and click on the Google Meet link on the header of the page.
- Students will always have a snack and stretch break from 9:30-10:00. Students will have an additional break on Mondays and Tuesdays from 10:00-10:30. Please utilize this time as a screen time break to let your child play.
- Whole group instruction will end at 12:00. Students will log out of Google Meet at 12:00. I will meet individually with distance learning students on Mondays and Tuesdays between 2:00-3:00. I will meet individually with blended learning students on Thursdays and Fridays between 2:00-3:00. Parents of distance learning students will be getting an email from me to schedule these weekly one-on-one meetings.
- Office hours will be on Wednesday by appointment only.

Communication

- Blended learning students have a yellow communication folder that must be checked and returned to school on Thursdays and Fridays. Classwork and notes will be sent home in this folder. **Blended learning students: please complete the “Kindergarten Student Information” sheet in the yellow communication folder and return it as soon as possible.**
- Please check your email for communication from both me and the school office.
- You can reach me by email at esullivan@stambrosecatholicsschool.org. Mrs. Mary Young, our teacher’s assistant, can be reached by email at myoung@stambrosecatholicsschool.org. We will respond within 24 hours on Monday through Friday.

Lunch & Snack (Blended Learning Students)

- Blended learning students must have a healthy morning snack on Thursdays and Fridays. Please either label your child's snack or ensure they know what to choose for snack. Chips, cookies, and juice boxes are not allowed for morning snack.
- Students must keep a reusable, leak-proof water bottle in their backpack to drink throughout the day. The water fountains will only be available to refill water bottles.
- Please consider packing items that your child can open independently or packaging tricky items in easy-open containers to reduce close contact. Please ensure students have forks or spoons, if necessary.

Recess (Blended Learning Students)

- Students may bring in their own toys for recess. Please make sure they are labeled with the student's name. Toys must adhere to the regulations laid out in the school reopening plan. If you have a question about a specific toy, please contact me before sending it in.
- Unfortunately, due to social distancing protocol, students cannot share toys. Students may play running games and other games that are not close contact and do not require props.

Miscellaneous (Blended Learning Students)

- Please familiarize yourself with the [uniform policy](#) located on our school website. Kindergartners may wear the P.E. uniform on P.E. day **only** (Thursday).
- Please label **all** items entering the building with the student's first and last name – especially uniforms! The lost and found box is located outside the front office.

Mrs. Young and I are looking forward to working with you and your child this year. We are truly blessed!

Partnering with you,

Mrs. Emily Sullivan