

Parent/Student Handbook Addendum Sept. 2020 with CoVid-19 Precautions

Masks

All students and staff must wear a mask at all times while in the building regardless of grade. Students, staff and volunteers are to wear a face covering during outdoor activities, as we begin the school year.

- Parents are to :
 - provide well-fitting masks which snugly cover both nose and mouth for each student.
 - send student with a spare clean mask kept in a Ziploc bag to be used in the event that their first one becomes in any way contaminated
 - send student with a separate Ziploc bag with paper towel to be used to store mask while eating or taking mask break.

Students who consistently refuse to wear masks will be addressed by Ms. Favret and their parents.

In some situations and grades, it may be more appropriate for a teacher to wear a face shield in lieu of a mask for a short duration. Wearing a face shield may be necessary in order to not impede the educational process, such as showing students how to articulate a sound.

ARRIVAL

Arrivals will be staggered to avoid having the children gather in large groups. Families will be assigned a color grouping designating their arrival and departure times.

Arrivals K-8

7:50	8:00	8:10	8:20
Yellow	Green	Red	Blue

We ask that all cars enter from the Briley and Chesterbrook entrance to campus. Massachusetts Avenue will be blocked for entrance and we ask Kirkwood families to drive around. Drivers will be directed to stop and place their car in park. Parents are to stay in the car at all times. If a child requires assistance getting into or out of a car seat, we will help them.

Students will get out of and wait next to their car for the daily health screening by a staff member. Screening will include simple questions and a touchless temperature reading. Any student who does not pass the health screening will return to their car with their parent/guardian and will not be permitted into

the building. There will be no exceptions. Students who successfully complete the screening will enter the school through the door closest to their classroom, always keeping the proper social distance.

Younger students who may require assistance finding their classroom will be appropriately escorted by a patrol.

Once students have disembarked from one set of parked cars, staff will release this group to exit by way of Massachusetts Avenue. The next group of cars will move in to the parking spots and the same process will be repeated.

Arrivals Walkers/Bike Riders

Walkers and bike riders should go directly to a staff member on the daily health screening team, complete their screening and, if cleared, enter the school. If a walker/biker does not pass the daily screening, they will not be permitted in the building.

Arrivals Pre-K

8:20am	8:30am	8:40am	8:45am
Red	Blue	Orange	Pink

Pre-K drop off will take place in the back of the building after K-8 drop off.

We ask that parents with more than one child drop off the older children prior to dropping off their Pre-K student. Pre-K drop off will follow the “gym entrance” off of Massachusetts Avenue. Families will be assigned times. This is an extremely small lot, we ask that you be very cautious.

Parents will park and bring their child(ren) outside the classroom door. A staff member will administer the health screening asking the questions of the parents and taking the temperature of the child using a non – touch thermometer. If the student passes the screening, he/she will enter their classroom directly. If the child does not pass, the parent will need to take the child with them. The parent will then exit the parking area, using great caution, in the same direction from which they came.

Dismissal

K-8

3:25	3:30	3:40	3:45	3:50
Patrols, Walkers, and Bike-riders	Blue	Red	Yellow	Green

As with arrival, all cars will come in a line from Chesterbrook and leave from Massachusetts Avenue. We will distribute color coded family name cards to assist us in matching students with the appropriate cars. These cards are to be placed on the dashboard for easy viewing. Parents may not get out of their cars. All students will load from the right side of their car. Masked staff, upper grade students, and parent volunteers will help with this process. If a child require assistance getting into or out of a car seat, we will help them.

Pre-K

3:15	3:30	3:40
Pink/Orange	Blue	Red

Pre-K dismissal will be at the front circle. Parents with older children in the Blue and Red groups are to pick up the older children first, then proceed to the circle for the Pre-K student and then continue to Massachusetts Avenue to exit school grounds.

Late Arrivals

Parents will be required to call the front office for any arrival after 8:30am. Parents will wait and the student(s) will be met outside the front door and given the daily health assessment prior to being allowed entry. It is expected that late arrivals will be an anomaly. It is vital that all families are punctual.

Keeping Sick Children Home

Parents must keep child(ren) home if they have a cough, are sneezing or have a runny nose, If they come to school and are coughing, sneezing or have a runny nose, you will be asked to pick them up from school.

Children may return to school when the have been fever free without medication (such as Tylenol or Ibuprofen) for a minimum of 48 hours. Depending upon the illness, parents may be required to provide a Dr.'s note.

COVID – 19 Testing

Parents, if anyone in your family requires Covid -19 testing, you are to keep your child home and inform school immediately. If the family member does not have the virus, the child may return to school. If the family member does have the virus, contact the school immediately.

In the case of any positive Covid-19 tests on students, parents will contact the school office. We will notify the CSO and government official and will follow their recommendations.

Student Reports Contact with COVID-19 Case

If any student has been in close contact with a person who is positive for COVID-19, then the child will not be granted access to the school until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID-19.

If any student has been in close contact with a person who is awaiting a COVID-19 test result, the student must not access the school until the close contact tests negative. If the close contact tests positive, then they must seek guidance from their healthcare provider and follow local jurisdiction health requirements. If a student contracts COVID-19, they will need to provide a doctor's note stating they are cleared to return school.

Eating and Drinking

Parents are to provide lunches and a reusable water bottle. Food will not be shared. All water fountains are turned off. LFS will provide a safe source of drinking water for the student to refill their bottles if required.

We will not be stacking lunch boxes. We ask that you consider sending lunches in a brown paper bag which can be thrown away.

School Supplies

Parents are to provide all supplies required for their child(ren). There is to be no sharing of school supplies. A supplies list has been distributed and posted on the school web site

Parent Volunteers /Participation

Parents are not allowed to enter the school unless approved by the principal. Parents can volunteer to assist with outside activities such as morning and afternoon carpool, recess and room parent. All meetings with parents will be conducted virtually.