

August, 2020

Dear Parents,

It is with great joy I welcome our Flyer families back to Norwalk Catholic Elementary! Our students have been away from our buildings for far too many months and I am very happy to have the children and staff back together. With this being said, it is with caution and many hours of planning that have gone into our safe and thorough Welcome Back Plan. Things within schedules or protocols may be different for students and staff, however our primary goal has never changed: we will provide an excellent Catholic education and maintain safety and good health while doing so. There may be a few bumps in the road as we navigate the new protocols, however as a Flyer family, we will overcome adversity. Our staff, myself, and the children ask for your patience and understanding as we walk with faith back into our school doors for the 2020-2021 school year.

God bless,
Mrs. Englert

"We need JOY as we need air, we need LOVE as we need water, and we need EACH OTHER as we need the earth we share." -Maya Angelou

COVID Changes:

- All elementary students grades 1-6 are required to wear face coverings. This includes masks and face shields.
- All elementary students are required to have a temperature check every morning in the Convocation Center upon arrival. If arriving late to school, this will be done in the office.
- Students will need to practice good hygiene with frequent hand washing, use of hand sanitizer throughout the day, and working as a team to practice/promote social distancing while in school.
- If your child has ANY symptoms of illness, including: fever, cough, chills, headache, vomiting, diarrhea, shortness of breath, etc... they **MUST** stay home and not come to school.
- Any child exhibiting symptoms of illness will be isolated in the quarantine room and supervised until a parent, guardian, or emergency contact is able to pick them up.
- Any parent/guardian picking up a child will buzz in at the Milan Avenue doors. They will not enter the building, but their identification will be verified and a staff member will sign out your child and walk them to the door to leave. Children who have signs of illness or a fever are not permitted to return until they are fever-free for 24 hours.
- Health and sanitization of our facilities are of the utmost importance. Rooms and frequently used surfaces will be cleaned and sanitized throughout the day, as well as a deep cleaning will be done each evening.
- **Please note within this letter the new pickup routine after school. This is due to no visitors being permitted in the buildings. Cars will stage in the fenced lot on the marked lanes and drive up to receive their child at the designated doors. We will post a video online on the school website of how this will work prior to the school year beginning.**

Schedule:

- We will have a staggered start schedule to begin the school year. Monday, 8/31 is for families whose last name begins with letters A-L. For last names beginning with letters M-Z the first day of school is Tuesday, September 1. If you have multiple last names within your family, please call Mrs. Livengood to let her know what day you are choosing to start. Students who attend on Monday 8/31 will not come on 9/1. Students who attend on 9/1 will not attend on 8/31. All students will attend on 9/2 and thereafter.
- First bell is at 8:50am and dismissal is at 3:10pm. **We have a new arrival and dismissal protocol, please see the attached information.** If you have any questions regarding the new pickup routine, please contact me directly. menglert@ncsmail.org
- If you need to be at work prior to 8am, please register and utilize the Flyer Clubhouse which will now be located at the elementary building. We will provide supervision for grades 1-6 and will open at 6:30am for before care. For after school care, we will open from 3:10p-6p. Please call Mrs. Natalie Livengood to register for this service (419) 668-6091 or visit the school web site.
- Clubhouse at the elementary school will no longer be a drop-in service. Your child must be registered and have one of the 18 spots for grades 4-6 and one of the 18 spots for grades 1-3. For pricing information, please discuss with Mrs. Livengood when you call to register.
- ***Supervision of drop-off students in grades 1-6 is not provided before 8:00am, unless you have registered for a spot in the beforecare room. Families are encouraged to utilize the school-age Flyer Clubhouse. Only students arriving on an early bus are permitted to use the Convocation Center before 8:00am.***

Morning drop-off:

- Please use the Wooster Street side of our campus for drop-off of students in the morning. The Milan Avenue side of campus is for buses only. It is a heavy traffic area; we must keep our students safe.
- The front convocation (glass) doors on Wooster Street will be unlocked for students to enter and go to the convocation center from 8am until 8:50am. All students must report to the Convocation Center for a temperature check-in before going to their classrooms.
- **No drop off students are permitted into the building before 8:00 am. The only students permitted before 8:00 am are bus riders and students in the Flyer Clubhouse.**
- For morning drop-off, parents will not park in the fenced lot, but will pull up to the curb outside of the convocation center by the flagpole and drop off their child. Parents can drive down Wooster Street by the church or enter the drop-off area from Monroe Street. **Parents are not permitted in the building for drop off in the morning due to COVID 19 restrictions.**
- **Every child dropped off or on a bus must come to the convocation center for a temperature check before being released to classrooms.**
- **ALL STUDENTS MUST WEAR A FACE COVERING UPON ENTERING THE BUILDINGS.**

Afternoon pickup/dismissal:

- Our new dismissal pickup routine must be followed by all parents/guardians for the safety of our students and staff. **Please review the attached map and information regarding how the new pickup protocol will work.** Cars will line up on Wooster Street, starting at the doors at the back of the convocation center next to the alley (start of the line), lining up down Wooster St., and then down Monroe St. Cars will line up into the fenced lot and onto the three marked lanes on the blacktop (in the fenced-in lot). Once these three lanes are full, carryover cars may continue to line up down Page Street, which is outside of the maintenance building. See the attached map and handout for more information.
- **Older sibling picking up:** Older siblings picking up elementary students must come to the convocation center and wait in their designated area. They will be released by family as they are called, when the family car picks up outside the Convocation Center in the pickup line.
- After school, no visitors are permitted within the building and no walk-up pickup will be permitted.
- If a change for pick-up instructions for your child occurs throughout the school day, **call Mrs. Livengood before 2:30pm. Please do not email, Dojo, or Remind App the information to your child's teacher** as they may not see the change before the end of the school day. In the past, this has resulted in missed buses and other miscommunication issues.
- All students must wear face coverings in the Convocation Center while waiting to be dismissed.

Communication:

- Teachers will continue to use Google Classroom, Google Calendar, teacher web pages, and email. Dependent upon your child's teacher, they may also use Remind app or Class Dojo app for communication and/or appointments
- We will continue to use PowerSchool to track your child's progress and completion of assignments.
- Your child's PowerSchool log-in information for incoming first grade students and any new students, will be in their folder at Open House.
- Parents can download the PowerSchool App to mobile devices.
- Our website and school app are very helpful for updates! Please download the app in your Google or Apple App store. It is called: Norwalk Catholic SPH Flyers, an Apptegy technology.
- ***It is vital the school has your up-to-date email address and contact information. Make sure the office (Mrs. Livengood) has this information.***

Open House & First Grade Parent Orientation Video:

- Unfortunately we will not be having a traditional Open House this year. We are having an open house for any **new families** to our school and any **first grade families**, to come into the building and drop off supplies, in order to meet the teacher. This is due to COVID restrictions and ensuring a socially distanced environment.

- First grade families and new families to NCS: With being new to our campus, we want to ensure your comfort and familiarity with the elementary school policies and procedures. I look forward to meeting you at the first grade and new family open house on 8/25/20. This is an opportunity to tour classrooms and to meet your child's teacher. The staggered Open House for first grade and new families will run as follows:
 - Tuesday, August 25 last names beginning with A-L can choose either 1p - 2pm or 4p - 5pm.
 - Families with last names beginning with M-Z can choose either 2p-3p or 5p-6p.
 - We ask first grade and new families attending the open house to maintain social distancing with no more than two families in a classroom at a time and all attending **MUST** wear face coverings.
 - All returning families will need to send in supplies with their child on the staggered start days when they begin school. Thank you for your understanding.
- There will be a First Grade VIRTUAL orientation meeting prior to the start of the year. This is in the planning phase and will be posted to Facebook, Twitter, and the school web page as we get closer to the start of the school year. Stay tuned!

New gym procedure:

- After discussion and evaluation of policies, we are modifying the requirement for changing clothes for gym classes. Beginning this school year, 2020-2021, students in grades 1-6 will only change their shoes for gym and **will not change clothes**. This is to eliminate close quarters within locker rooms for students. Please ensure your child has personal hygiene products (deodorant) if needed, during warmer weather.

New lunch prices:

For the 2020-2021 school year, the lunch prices have changed.

- Grades 1-3 will be \$2.70
- Grades 4-6 will be \$3.20
- Milk remains \$0.50, with lactose-free milk \$0.75 each
- Students will no longer have the option to order a second choice meal or salad until further notice.
- At this time, we are not planning to offer breakfast this school year. A la carte breakfast items will be offered in the Flyer Clubhouse only.

Class lists:

- Class lists have been posted on the web page, not on the elementary doors this year. ***All class lists are final.***

Uniforms:

- **The uniform exchange will no longer be open in the elementary.** We must limit our outside visitors, as well as we also need the space for additional offices.
- We have packed the inventory currently on-hand and plan to have a uniform "garage sale" style event at a later date.
- Please make sure to review the online student handbook for uniform guidelines, as well as general rules regarding accessories, hair, makeup, technology, etc.

Changes to Staff for the 2020-2021 school year:

Some of our staff have moved to various grade levels for the upcoming school year.. Please note the changes below, as well as welcome our new staff members.

- First grade: Mrs. Bogner and Mrs. Corrigan
- Second grade: Mrs. Cannon and Mrs. Phillips
- Third grade: Mrs. Katie Weisenberger and Mrs. Wilde
- Fourth grade: **Ms. Mullins**, Sr. Carolyn Schaffer, and **we are adding a third section (TBD)**
- Fifth grade: Mrs. Ware and Mrs. Amy Weisenberger
- Sixth grade: Mrs. Mollaun, and we are in the hiring process for **two additional sixth grade teachers (TBD)**
- Music: Mrs. Clark grades K-6
- P.E.: **Mr. Shepherd** grades K-6
- Library: Mrs. Ruffing grades K-6
- Art: Mrs. Kline grades K-6
- Spanish: we will not offer elementary Spanish for the 2020-2021 year due to Mrs. Abel teaching grades 7-12. This is something we will offer again next school year.
- Title I reading: Mrs. Byington
- Speech: Mrs. Pelham
- Intervention: Mrs. Nobles
- Tutors: Sr. Myriam Powell, Mrs. Matlack and Mr. Baker
- Atrium: Mrs. Rizzo grades 1-4
- Administrative Assistant: Mrs. Livengood
- Elementary Guidance: Mrs. Pertner
- **Please note, with adding a third section of sixth grade and fourth grade, these class lists will be changing. Families will be notified as soon as possible of placement changes.**

Remote Access Learning Option:

- If you have chosen the remote access learning option, your child's invitation to join their Google Classroom will be in their NCS email. If you need assistance accessing this, please contact your child's teacher.
- Prior to 8/31, your child will receive an email invitation with instructions on how to join their Google Classroom, as well as outlined information on the teachers schedule, class news, etc.
- If you have requested a school Chromebook, we will contact you to make arrangements for pickup and to fill out the required user agreement for safe keeping.
- If you have any questions, please contact your child's teacher or Mrs. Englert for assistance

Student handbook:

- A digital copy of the handbook is available on our web page for your review. We will print a paper copy upon request.
- A signature page will come home and be required of all families to read the handbook, understand it, and accept the terms set therein. It is vital we work together for the success of our children. By having the expectations outlined proactively, we are ensuring the safety, success, and well-being of all of our students at Norwalk Catholic School.
- Signature pages will come home the week of 8/31 in folders and will need returned no later than 9/11/20. (One signature page per family.)

Sacramental Prep: Second Grade

- It is important to note that the granting of Holy sacraments is a parish community event. At NCS, we prepare the child with daily religion lessons and weekly Mass, however the taking of the sacrament itself is planned and granted by the parish.
- Please contact your local parish to be registered for the necessary sacramental preparation.

In closing, as this new and “like no other” school year approaches, please pray for the staff and students! Pray we have a safe and fruitful year, full of good health, learning and fun! Contact me with any questions or concerns you may have upon reviewing this letter and the information herein. I look forward to working with you for the success of the children in our care.

God bless,

Mrs. Englert
Elementary Principal
menglert@ncsmail.org
(419) 668-6091 ext. 235

“Those who trust in the Lord will find new strength. They will soar high on wings like eagles. They will run and not grow weary. They will walk and not faint.” -Isaiah 40:31

2020-2021 NEW ELEMENTARY PICKUP PROCEDURE FOR END OF THE DAY DISMISSAL

1. Parking is no longer permitted in the fenced lot next to the Convo after school. This applies to parents and high school students.
2. There are three lanes for staging cars in lines within the fenced lot. Lane 1 is first to exit the fenced lot to move onto Monroe St., then onto Wooster St. to pickup. Lane 2, and then Lane 3 will move onto Monroe St., following one another..
3. Cars in the “overflow” once lanes 1-3 are full, will park in a line onto Page St. next to the Maintenance/Athletic building at the far end of the fenced lot.
4. The beginning of the pickup line starts on Wooster Street, where the alley begins behind the Convocation Center. These back doors of the Convo, closest to the fenced lot are where students will exit from to get into parent vehicles.
5. NO CARS ARE PERMITTED DOWN THE ALLEYWAY BEHIND THE CONVOCATION CENTER. THIS WILL IMPEDE BUSES PICKING UP ON MILAN AVENUE AND WILL CAUSE A MAJOR TRAFFIC ISSUE. ALL CARS WILL CONTINUE DOWN WOOSTER STREET AFTER PICKING UP THEIR CHILD.
6. Norwalk Police and the Safety Service Director for Norwalk City have reviewed this procedure, approved it, and will work with us to enforce proper use of this new protocol.
7. The safety of our students and families is of the utmost importance. Please work with us to ensure the new pickup routine runs smoothly and efficiently. With this being stated, those picking up cannot hold up the line to talk with a teacher/staff member or family member. Thank you for your understanding.
8. Older siblings picking up elementary students must wait in the Convocation Center and use the same protocol due to no cars being permitted to park in the fenced lot.
9. Junior high school and high school parents picking up a child MUST use the Social Hall parking lot to pick up these students, if they do not have an elementary student.
10. If picking up an elementary student, as well as older siblings, **all of the children must use** the elementary protocol pickup protocol. Elementary students **will NOT be released** to older siblings and will use the elementary pickup line. Older siblings will need to wait in the Convocation center with elementary children.
11. SEE THE MAP/DIAGRAM ATTACHED FOR MORE INFORMATION
12. If you have any questions, please contact Mrs. Englert at 419-668-6091 ext. 235

