



TONAWANDA CITY SCHOOL DISTRICT Fletcher Elementary School

555 FLETCHER STREET
TONAWANDA, NEW YORK 14150
716-694-7694-Phone 716-692-3449-Fax



MICHELLE SIEBERT
PRINCIPAL

September 2020

Dear Fletcher Families,

The following letter is to provide families with important building procedures. Additional information and pictures of teachers and classrooms is provided through this link [Fletcher Elementary 2020 Opening Information](#).

At-Home Daily Morning Procedure:

One of the many required protocols and procedures to create and maintain a safe and healthy environment for our school community is the remote screening process. This process is required to be completed EVERY school day and PRIOR to any individual entering a district facility. The remote screening process requires that three questions are answered prior to entering a district facility. These questions and the processes for remote screening can be found in our “Updated Hybrid FAQ” document on our website in the “View Reopening Plan Information...” link on the front page.

Morning Arrival Procedures:

Parents/Guardians of students grades 4 and 5 are not permitted to enter the building on the first day of school, as well as throughout the school year. There will be opportunities for you to see the classroom in various virtual ways. Please note that the school hours are from 8:20 a.m. to 3:00 p.m. To assist with the safety of our students, please plan to arrive at school no earlier than 8:20 a.m., as supervision will not be provided prior to this time. The first morning bell rings at 8:20 a.m., at which time the doors open for student arrival.

The safety of our students is important. Procedures have been put into place in order to reduce the density at the entrances and exits of the building. We are relying on parents/guardians to follow the procedures that have been set for student and staff safety.

Bus students will enter the building at door #1. Busses will be unloaded in a staggered manner so that students can remain 6 feet apart when entering the building. The bus loop area is only for buses. Students should not be dropped off or picked up in this area during morning arrival and afternoon dismissal..

Walkers and students getting dropped-off will enter the building at door #4. Students will be required to wear masks and remain 6 feet apart from others.

If your child arrives after 8:30 a.m., you must bring him/her to **Door #1** to be buzzed in. The school monitor/secretary will sign your child into school and will provide him/her with a tardy slip for the teacher. You are not permitted to walk your child to class. Safety is a priority and your cooperation is appreciated.

Breakfast/Lunch Program:

The school breakfast/lunch program is available to all students and will begin on the first day of school. Information about this program can be found on the breakfast/lunch calendar that is sent home monthly or you can contact the school office. If your child has special dietary needs (allergies to specific foods), please notify the school nurse (Mrs. Ammerman) at 694-7694 ext. 1541.

Afternoon Dismissal Procedures:

Students who are being picked up at the end of the school day or who are walking home, will be dismissed from Door #4 beginning at approximately 3:00 p.m. A note must be sent informing the Main Office that your child will be picked up or walking home. Please include the first and last name of the person picking up your child. It is very important that a note gets sent in each day that there is a dismissal change. **Please contact the office no later than 2:00 p.m. in the event there is a change in the dismissal procedure for your child.**

Bus Students:

Please review the bus information that will be sent to you with your child. We anticipate dismissing bus students at approximately 3:05 p.m. daily, but this may be delayed the first few days of school as bus routes and dismissal procedures are learned by our students.

Picking Up Your Child Before Regular School Dismissal:

Children who must be picked up *before* regular school dismissal will need a note stating the reason and pick-up time for the early dismissal. Please include the first and last name of the person picking up your child. The person picking up your child should report to Door #1 but will not be permitted to enter the building and must wait outside. Photo I.D. will need to be shown upon student release. The student sign-out sheet will also need to be completed.

Pupil Information Card:

Please complete the Pupil Information Card that has been included in this packet and return it on the first day of school with your child. This information needs to be completed each year for your child. The card will be kept on file in the Main Office for the use of staff to contact parents. Emergency contacts may be called if needed to pick up your child due to illness/injuries.

Visitor/Raptor Management System: In accordance with our district safety policy, we will be using the Raptor Visitor Management System, however, due to Covid-19 restrictions, visitors are encouraged to NOT enter the building. If a parent or visitor must enter the building, they will be screened and, if cleared, may enter the building briefly wearing a face mask/covering to conduct their necessary business. All visitors will need to enter and exit the building at Door #1. All visitors will be met at the main door by the monitor. All visitors, no exceptions, will need to show a valid state issued ID, which will be scanned into the system. Once approved, the Raptor system will generate a visitor badge that you will wear at all times while you are in the building.

During the first week of school, a packet of information will also be sent home with your child that will include: school and district forms, a Parent/Student Handbook, PTSA (Parent Teacher Student Association) information, calendars and menus.

I am looking forward to starting the new school year. We have put in place many procedures and protocols to ensure our students' and staff's safety. Your support and compliance with these measures is greatly appreciated. If you have any questions, please feel free to contact me at msiebert@tonacsd.org or at 694-5694 ext. 1540.

Sincerely,

Michelle Siebert

Michelle Siebert
Principal