

SVES 2020/2021 School Protocols

*In order to adhere to safety guidelines set forth by the CDC and MaineDOE due to COVID-19, we are implementing the following protocols for this school year:

Parent Morning Drop Off:

Parents/guardians will drop students off along the sidewalk of the lower parking lot, as they did last year. Staff will be stationed along the sidewalk to help remind students to exit the vehicle on the sidewalk side of the car and to direct traffic flow. Parents are asked to pull up along the walkway as far as possible. Parents will complete the health screening provided by the district daily, prior to having students arrive at school. This screener was mailed home to all students and is available on our district website. There is nothing that parents need to submit to the school when doing this. Students should exit their vehicles wearing a face mask. Parents are asked to remain in their vehicles to help maintain social distancing. PK students will have a slightly different drop off procedure, which is detailed below. Students will follow the flow of traffic on the walkway directed by staff and up the stairs. A staff member will be present at the top of the stairs to help students safely cross to the school entrance and enter the school. There will be no outside morning recess. Students are to go directly to their classrooms. Staff will be available to help them along the way.

PK Morning Drop Off:

For PK students ONLY, please park your vehicle in the lower parking lot. Before exiting the vehicle please make sure the adult dropping off the student, and the student are wearing a face mask. Please follow the walkway up to the school and walk over to the cafeteria entrance. There are picnic tables directly outside this entrance for those that are unsure where to find it. PK staff members will be waiting here to greet your PK child. From there, PK staff will escort your PK child into the cafeteria where students can have breakfast while they wait for the rest of their PK classmates. We ask that parents and students abide by the 6ft social distancing rules as you wait. If you have more than one child attending the school, all other students should proceed into the school through the main entrance.

PK Mid-Day Pick up/Drop Off:

Parents that are picking up a child from PK midday(11:00am) or dropping off a PK child for the afternoon sessions (11:30am) are asked to walk your child up to the main entrance and ring the bell. Staff will be waiting to greet your child or bring your child out to you. All PK children should be wearing a mask prior to entering the school. We ask that parents waiting for staff members also wear a mask. We are asking parents to abide by the 6ft. social distancing rules as you wait.

Morning Bus Pick Up:

Parents will use the screening tool daily that was mailed home and is available on our website, prior to students entering the bus. All students will be required to wear a face mask prior to entering the bus. Students will sit one child per seat with the exception of children living in the same household.

Bus Arrival at the School:

Students will be expected to wear a mask during his/her bus ride. Students will exit the bus at the school wearing masks, a staff member will be present to help maintain social distancing and safety

as students enter the school. There will be no outside morning recess. This is a change from last year.

Hallway Traffic Flow:

Upon entering the school, students will follow the floor markings in the hallway to their classrooms. Staff will be monitoring hallways and helping students to maintain social distancing during this time and helping students find their classrooms. Students will be wearing face coverings while in the hallways.

Arrival at Classroom:

Students will sanitize their hands prior to entering the classrooms, teachers will be stationed at the classroom doors to oversee/assist with this process. Students will then enter the classroom with their belongings and sit in their designated seats. Students will then be directed by the teacher to put their belongings away in lockers or cubbies on an individual basis to prevent overcrowding in the hallway. Students will be assigned an individual locker or cubby that will remain theirs for the duration of the year in an effort to prevent cross contamination.

Breakfast:

Students will be provided breakfast again this year at no cost. To prevent students from crowding in the lunchroom, breakfast will be provided in the classroom to maintain social distancing while eating.

Procedures for dropping off medications or other items:

Please call the school ahead of time to ensure that our school nurse is available to meet with you. Medication drop off will be by appointment only to ensure confidentiality and reduce the traffic flow as students enter and exit the building.

For dropping off other items, when arriving at the school entrance, please press the doorbell to speak with a member of the office staff. Staff will buzz you in through the first set of doors. We are asking parents to stop at the window in the vestibule area and not to enter into the office. We ask that parents have on a mask prior to being let in. A secretary will be able to take any items you are dropping off for your child (lunch box, sneakers, glasses, etc.) and get them to your child.

Procedures for late arrivals or early dismissals:

Parents/Guardians who are dropping students off late or dismissing a child early from school will be asked to park your vehicle in the lower parking lot and walk up to ring the doorbell. From there, a secretary will invite you through the first set of doors where you will stop at the window prior to entering the lobby. At this window, parents will still be asked to sign your student in or out if arriving late or leaving early. People will not be permitted into the vestibule unless they are wearing a mask.

Afternoon Dismissal:

Our afternoon dismissal process will be changing drastically. At this point all parents/guardians have been contacted to determine if your child(ren) will be picked up from school in the afternoon or riding the bus. Students riding an early bus to PJs or Little Warriors daycares are being dismissed at 2:10pm from the school. All other students riding the bus will be dismissed from school around

3:00pm. Parents that indicated they are picking up their child(ren) from school will be given a specific pick up timeframe to arrive at school and will be provided either a pink or yellow laminated tag to be placed in your passenger side window of the car. The tags indicate your pick up time and the name of your child(ren) you are picking up. If you receive a yellow tag, it indicates that your child(ren) needs to be picked up between 2:15-2:30. If you are mailed a pink tag, it indicates that your child(ren) needs to be picked up between 2:30-2:45. In order to dismiss students safely, we are asking that parents pull all the way up along the walkway in front of the school in the space that is normally designated for buses. Students will be called out to your vehicles in the order in which you arrive in the car line. We are asking parents to please show up during your designated time. If you show up during a time that is not your own, you will be asked to leave the car line and park until it is time to dismiss your child(ren). Proper placement of these tags and following this protocol will allow staff to quickly identify students whose families are here for pick up, and also serve to expedite the process so that all students are picked up prior to the busses arriving for the remainder of the student body. Students will not be ready to dismiss earlier than their designated dismissal time. If you have an appointment or a need to get your child early, please call the school and arrange to pick up your child prior to 2:15. Each family is receiving two pick up tags per household. If you have more than two adults that normally pick up your child(ren), you can request an additional tag to be kept in that person's vehicle. Adults that are picking up students are still required to be on a child's emergency form, or you are required to send in a note that morning indicating the adult you are sending your child with. If an adult comes to the school to pick up a child but does not have a dismissal tag, the process of dismissing that child(ren) will be more time consuming and you may be asked to pull out of the car line and park.

Toys:

In order to minimize the spread of germs, we are asking that students bring in only what is necessary with them to school. Please do not send in toys or stuffed animals with your child(ren). Personal items and clothing will not stay in lockers and cubbies outside of the school day, students will transport any necessary items to and from school daily.

Volunteers and Parents in the Building

At this point in time, we unfortunately are unable to have parents and/or volunteers in the building. We understand that this is very difficult, as parents enjoy being in the building and seeing the learning spaces and meeting the teaching staff. Staff will be releasing videos in place of a traditional open house so parents are able to view the learning space and "meet" their child's teacher prior to school starting. This will not limit parent and school communication. Parents are welcome to contact the school and teacher via e-mail, phone calls, etc. Please be sure that the school has the correct and most up to date contact information for your family.