

\*Please read carefully as many of our procedures have changed.

## WEST PARENT INFORMATION 2020-2021

9/28/20

### AM Procedures

\*Call the school by 9:00 AM if your student will be absent (734-8513). Feel free to leave a message listing the student's name, grade and reason for absence. You may also email Mrs. Johnson at [cameo.johnson@u304.org](mailto:cameo.johnson@u304.org).

\*Contact the bus barn at 734-4842 by 7:00 a if a driver makes a specific stop for your child.

\*Contact the office by 11:00 am if you are requesting a bus change or a student is being picked up. This is very important to ensure that students are routed to the proper location. Bus changes are not granted for non-essential situations, such as sleepovers and playdates. Per District Policy, students are to have one pick up and one drop off location.

\*Due to the pandemic, adults may only enter the building in emergency situations. Like students, all adults must wear a mask upon entry. We can provide one if necessary.

\*Students should be dropped off no earlier than 7:30 am and no later than 8:20 at the southeast gym door. Adults should park in the south lot and they would like to walk them to the door. All drop offs must come through the gym door. Students can not be walked into the building at this time. No cars in the front driveway until 8:20 please.

\*It's still important for students to arrive before 8:20 in order to begin preparing for the day. No later than 8:10 please.

\*Students arriving after 8:20 will need to be brought to the front door with and an adult to be signed in. A staff member will meet you at the door.. If arriving after 9:00, please make sure to contact us to update the meal count if necessary.

\*Once inside the building, students will have their temperature taken and then move to their classroom. If they are eating breakfast, they will do so in the classroom.

### Lunches

\*Lunches will be sent home with the student. On Tuesday, two lunches and a snack will be sent home to account for Wednesday breakfast and lunch. Please contact the school if you'd like for your student not to receive the meals. Meals are free through December 18 for all students.

### Daily Schedule

\*Students will receive 25 min per day of recess or P.E. daily. This will take place outside whenever possible.

### PM Procedures

\*Students will be available for pick up at 12:15 while on the 4 day-12:30 schedule. Parents are asked to park in the south parking lot and wait for their child to appear from the southeast door (same as the am drop off) and then meet them near the building for the walk to the car. The driveway is closed from 12:15-12:45 daily.

\*Please see the above regarding transportation changes.

### **School/District Communication**

\*Most notifications, reminders, etc... will be posted on the West web page under documents this year in lieu of sending paper copies sent home. (Thursday Notes) These can also be accessed via the app. If necessary, documents will be sent home on a and b days.

\*2nd-5th grade students received a planner the first week.

\*Download the United 304 App to access school/district news, events, calendar, West meals, documents, staff contact information and to receive up to the minute notifications. The same information can be found on the u304.org website. We'd also recommend downloading the Skyward app as well.

\*Follow us on Facebook at United West Elementary School or Twitter @UWestElem. It is a great way to keep up with what's happening at West. We also post students pictures regularly on those social media platforms.

\*We highly recommended establishing communication with your child's teacher via email.

### **Helpful in supporting your child:**

\*Shoes- Please make sure your child has shoes they can take care of on their own. If they don't know how to tie shoes, please put them in Velcro or slip ons. Tying shoes is a wonderful activity teach at home during this time.

\*Clothing- Like shoes, please make sure your child is in clothing they can do themselves, for example snaps and buttons.

\* Water Bottles- Make sure your child has their own water bottle. It would be best if it was one that they can make sure to close that covers the spot they drink from. Bottle should not project water when squeezed. We have one bottle fountain at this time. All other water fountains will be shut off sanitary purposes. Small bottles of water will be provided if necessary

\*Supplies- Please label all of your supplies with their names. This way if they drop a crayon, pencil, etc.. we will be able to see who it belongs to instead of guessing. Ex- pencils, crayon box, erasers and glue sticks. We recommend keeping a small portion of supplies at home for use when remote learning, such as pencil, dry erase markers and paper.

Thank you very much for your attention to these details during this challenging time!

.Please call the office at 734-8513 if you have any questions. ([patrick.coate@u304.org](mailto:patrick.coate@u304.org))