

Instructions for Daily Admittance to St Peter Academy

Included in this important message is a link to a questionnaire that will be required for admittance into St. Peter Academy each program day (inclusive of staff, faculty, and administration). The questionnaire accompanies daily touch-less temperature checks.

We realize there is a lot of information with this notice; we kindly ask that you take the time to carefully read through *all* of the details.

The daily link can be found here:

https://docs.google.com/forms/d/e/1FAIpQLSe9Q4ZhSwfsXDfnRtG33_hFMbp6gedm7geliYQvRggcYcfjbQ/viewform

(It is highly recommended that you read through the items below, first, before viewing the survey to help with a comprehensive understanding of the process and details associated with it.)

Below, please find information regarding how the drop-off and questionnaire will operate, *in addition to insight regarding how you can save the questionnaire onto your phone for quick and easy retrieval each day!*

Drop-off procedures for families:

1.) Park as close to the school as safely possible, ideally in one of the six (6) reserved spaces the school has acquired from the City of Boston in front of our building and playground. We hope that these spaces will be immediately available as neighbors were notified well in advance.

2.) If you have secured a reserved parking space, or one legally and safely nearby to the front of the school, please put your emergency flashers on so the SPA staff member knows your child is waiting to enter the building and as a signal to approach your car. *Children will only be admitted during their scheduled arrival times to maintain distancing and avoid crossing paths with other school cohorts.*

3.) When the SPA staff member approaches your car, to expedite the check-in process, please immediately provide your family or child(ren)'s last name(s) so staff can confirm completion of the daily check-in form.

4.) Before arrival, ensure all of the child's belongings are packed and ready to go for a safe and quick retrieval of the child from their cars to be brought into the building by staff. During the initial phases of our reopening process to minimize exposure - parents, guardians, and visitors are not permitted to enter the school during the program day.

5.) Lastly, and perhaps most importantly, we appreciate your support of an organized, safe, and secure drop-off procedure each morning. Please be sure to arrive during the scheduled drop-off points and to provide yourself with enough time in the morning as we actively support all families with maintaining a smooth drop-off procedure. There is bound to be some waiting involved and we appreciate everyone's patience and flexibility as we strive to maintain the health and wellness of our community.

Important details regarding the questionnaire:

- 1.) To save on drop-off time, the form may be filled out any time after the child has woken up, and only after being thoroughly checked by their parent/guardian, each program morning.
- 2.) As part of the check-in process, if any symptom questions relating to the child or members of the house hold are answered with a "yes" by the child and/or parent/guardian, the child will not be permitted to enter the building. (Please note that the symptom of fatigue, alone, should not exclude a child from participation at St. Peter Academy.)
- 3.) Completion of the form is required of all students, staff, faculty, and administration at the school before admittance each day.

Saving the questionnaire link for quick retrieval on your phone each day:

For iPhone users:

- 1.) Click on the survey link and let it open up. The survey should open up in the "Safari" internet feature if the default settings on your phone remain unchanged.
- 2.) At the bottom of the safari screen, there should be an icon that looks like box with an arrow pointing upward, click on that and scroll up on the feature that suddenly appears. "Click on "add to home screen".
- 3.) Finish the process by clicking "add" at the top of the screen. The survey should now appear as a purple icon on your phone that says "St. Peter Academy."
- 4.) If the above process didn't work, its most likely because the survey did not open up in the "Safari" app that most phones has as a default setting. To offset that problem, copy the survey link (by pressing down on it for a few seconds, select "copy") and then open up the "Safari" app on your phone (it looks like a blue compass). Paste the survey link in the browser address bar (tap down on the address bar and hit "paste") and simply follow instructions #1-3 above.

For Android phone users:

- 1.) Copy the survey link (by pressing down on it for a few seconds, select "copy").
- 2.) Open the "Chrome" app on your phone (it looks like a blue, red, green, and yellow beach ball).
- 3.) Paste the link you just copied into the address bar (tap down on the address bar and hit "paste").
- 4.) When the survey opens up, tap the menu icon (3 dots in the upper right-hand corner) and tap "Add to home screen."
- 5.) You'll be able to enter a name for the new app you just created, such as "St. Peter Academy" and Chrome will add it to your home screen.