

Welcome to our summer session! Below you will find some guidelines for drop off and pick up during Phase II of the Jackson County recovery plan. We appreciate your patience as we navigate these new guidelines each time they are released.

As we begin Phase II on Monday, June 1 we will need your help following the new guidelines. Although some of the procedures may seem more stringent then before we need to make sure we are preparing for the increase of students and families in the building for the summer session. Some people have returned to work and now many more will be going out and enjoying leisure activities and spending more time with extended family and friends which means more and new exposure for many of our students. Below you will find a list of new procedures and how they will affect you and your child. All of these will remain in effect through Phase II or until we receive guidance that allows us to remove them.

1. When dropping your child off in the morning only one family member will be allowed to enter the building to drop off. We realize some of you may have younger siblings or children you are unable to leave in the car and that is fine if they enter the building with you.
2. Drop off person will be greeted at the check in kiosk and student's temperature will be taken while the drop off person checks them in. Please use hand sanitizer before and after checking your student in. If the student's temperature is 100.4 or higher they will not be allowed to attend and will need to remain at home until they are fever free for 48 hours without the use of fever reducing medicine. If there are several people waiting to check in please observe social distancing. Most of the time we will try to have two staff members in the office taking temperatures.
3. After checking in at the kiosk the drop off person may take the student directly back to their classroom. **Drop off person must be wearing a mask to walk through the building.** If drop off person does not have a mask they will have to wait with the student until someone is available to walk the student back to their classroom. If other children had to come into the building with you we ask they remain in the front office while you walk your student back to their classroom.
4. Only students and teachers are permitted in the classrooms. Students must be dropped off outside the classroom.
5. Your student will be directed to wash their hands immediately upon entering the classroom.
6. Please do not allow your student to bring toys or any extra items from home to school.
7. All take home items and paperwork will be placed in student cubbies. Mailboxes will not be used at this time.
8. Students will now be allowed to be in groups of 20. We are still not allowed to mix groups throughout the day but since our classrooms are 10 students or less each classroom will be assigned a buddy room and those two classrooms will be allowed to do activities together, go outside together and combine into one classroom at the end of the day together. The group will always be less than 20 and it will always be the same students together.
9. We will continue to offer lunch and snacks every day and the students will continue to each lunch in their classroom.

10. Teachers will be wearing masks throughout the day especially when they are outside their classroom. Families may choose to send their child 2 years and above into school wearing a mask. Please understand if your child refuses to keep the mask on or it becomes uncomfortable for them we will not require the child to keep his/her mask on. We will place it in a plastic bag in their cubby to be sent home.
11. When picking up your child only one family member will be allowed to enter the building. **Pick up person must be wearing a mask to walk through the building.** The pickup person will check the student out first. Please use hand sanitizer before and after checking the student out.
12. Pick up person must be wearing a mask and should go directly to the student's classroom to pick up personal items from the students cubby and then pick up the student outside their classroom.
13. If student is on the playground at pick up time pick up person should retrieve all student belongings first and exit through the playground after picking up student. Please do not re-enter and walk back through the building to leave.
14. If anyone in your family is sick including your student with a fever or symptoms related to COVID-19 we are asking for you NOT to bring your child to school until the family member or the child has been fever free without the use of fever reducing medicine for 72 hours.
15. If your child develops a fever or symptoms related to COVID-19 while at school you will be contacted immediately and your child will be brought to the front office to wait for your arrival. The above return to school requirements will be in effect.
16. We realize there may be times of the day when it is busy at drop off and pick up. You will need to make sure you are practicing social distancing while waiting. We will be as efficient as possible but we are going to need to ask for your patience during this time and to make sure to allow yourself extra time.

Please discuss these changes with your child so they are as prepared as they can be. As always if you have any questions or concerns feel free to contact me directly. Thank you for your continued support during these challenging times.

God Bless,

Catherine Koob  
Director