

Pre-Kindergarten Parent-Student Handbook



**4242 Brendan Lane
North Olmsted, OH 44070**

Phone: (440) 777-8433

Fax: (440) 779-7997

www.school.StBrendanNorthOlmsted.org

**Rev. Thomas G. Woost, Pastor
Miss Julie A. Onacila, Principal
jonacila@stbrendannortholmsted.org**

**Ms. Charlotte Thomas, Lead Teacher
cthomas@stbrendannortholmsted.org**

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SAINT BRENDAN CATHOLIC SCHOOL

Mission Statement

Anchored in faith, belief, and tradition,
Saint Brendan Catholic School
is committed to providing a Christ-centered environment
that serves our spiritual, academic, and social needs
as we navigate our faith journey together.

Belief Statements

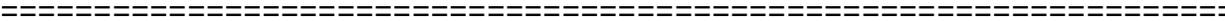
We believe that a Catholic atmosphere and opportunities
to pray as a school are a priority.

We believe that an environment of respect is facilitated through
learning and applying Gospel values.

We believe that, as educators, it is our role to model, teach, and foster
the image and likeness of Christ in our daily teaching.

We believe that parents are the primary educators and should
support and instill the mission of the school.

We believe that students should be encouraged to reach their full potential
and become life-long learners through opportunities for collaboration,
critical thinking, communications and creativity.



Philosophy & Goals of the Pre-Kindergarten Program

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept himself/herself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around them.

St. Brendan Pre-Kindergarten program strives to provide a creative learning environment for the young child. Interaction with other children and adults, in an atmosphere of Christian love and concern, will help to promote the healthy development of each child. Learning experiences and play activities will help to encourage spiritual, intellectual, social and physical growth.

St. Brendan Pre-Kindergarten program helps the child:

1. to develop a positive self-image and acknowledge his/her self-worth
2. to develop basic social skills
3. to increase independence
4. to develop a trust in adults other than his/her parents
5. to enjoy being part of a group and accept the need to share and cooperate
6. to respect the rights of others and defend his/her own rights in positive ways
7. to develop the desire to learn and promote self-motivation
8. to become aware of the fact the he/she is a child of God and will grow in his love

Goals & Objectives for an Early Childhood Religion Readiness Program

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The following goals and objectives for ages 3-5 are developed from the combined perspective of the child, the parents, and the teacher.

✠The Child will:

Feel a sense of belonging to a loving and caring Christian Community

Grow in self-esteem as a child of an unconditionally loving God

Learn to respect and appreciate others as special gifts from God

Begin to Develop Characteristics of self-discipline and cooperation through individual and group activity

Become gradually familiar with the signs and symbols of our Catholic faith through observation and participation in special para-liturgies

✠The Parents will:

Become more aware of their responsibility as primary religious educators of their children

Strive to create a loving and Christian home atmosphere as a vital setting for informal catechesis

Look upon the parish as a support in their task and take advantage of opportunities for their own religious growth

Participate actively in the parish-sponsored program for early childhood religious development

✠The Teacher will:

Be sensitive to the children's developmental level by providing an educational environment and being a caring adult role-model

Create an atmosphere where the children will discover ways to develop positive attitudes, toward self and others, as a basis for moral development

Help the children to discover the wonder of all creation and awaken their sense of awe at the beauty around them

Provide opportunities for increasing each child's own human potential

Foster the children's use and appreciation of the five senses

Cultivate a sense of play in a spirit of joy and celebration

Be prepared to handle the responsibilities of a catechist by taking the initiative to participate in initial training and continuous enrichment offered by the diocese, parish and other institutions

St. Brendan Pre-Kindergarten Program - 3's & 4's

- Students: *Three years old on or before September 30th*
Four years old on or before September 30th
- Description: The emphasis on the pre-kindergarten program is to prepare students for full day school. Students will work on: socialization skills, listening and communicating skills, fine/gross motor skills, math/reading readiness and kindergarten readiness overall.
- Days: *3 year olds – Thursday, Friday*
4 year olds - Monday, Tuesday, Wednesday
- Time: *3 year olds 8:30-10:45 a.m.*
4 year olds 8:30-11:00 a.m.
- Facilities: Preschool Classroom
- Teacher/Student Ratio: One certified pre-kindergarten teacher and one aide to a maximum of 14 students.
- Absences: Please inform the school office when your child will be absent.
- Transportation: Parents and/or another designated adult are responsible for dropping off and picking up the pre-kindergarten child. There is no bus transportation available to preschool children.
- Drop Off/Pick Up: Vehicles will line up along the curb in front of the school. The teacher/aide will meet each car and escort that child in/out of the school building and from/to their individual vehicle.
- SAFETY FIRST: The person picking up or dropping off your child MUST BE registered to do so on your child's registration paperwork. Any change MUST BE in writing and turned into the school office. Anyone showing up to pick up your child who is not on the list will be denied, you will be called and the child kept at the school until you can pick them up.
- Dress Code: Physical Education – Non-marring white soled tennis shoes.
- Please keep in mind the activities that your child will be trying to accomplish during their time at school when choosing their attire (i.e. Painting, Gluing, Music Movement, and Physical Education).

CHILDREN ENTERING THE PRE-KINDERGARTEN PROGRAM MUST BE TOILET TRAINED.

Pre-Kindergarten students are to have an extra set of clothes, to be kept at school, in case of an accident

PRE-KINDERGARTEN CURRICULUM
(In alignment with the State of Ohio and the Diocese of Cleveland)

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St. Brendan Pre-Kindergarten Program promotes the spiritual, emotional, intellectual, physical and social growth of young children. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner that follows a theme, or is part of a unit.

RELIGION READINESS is an integral part of the Catholic Preschool Program. It is the preparation time for more formal instruction in the years ahead. Religious readiness is the development of a positive self-image in relationship to a loving God. This basis for a deep love of God comes from the examples set by the family and spiritual life of the parish community. A child sense of God comes from the warm atmosphere of love and acceptance in the preschool environment where the child learns about God’s wonderful world. Classroom prayer and para-liturgies prepare him/her to participate in the celebrations of the Church.

LANGUAGE is the development of communication skills that enable a child to share his/her world with others. At the preschool level, these skills include listening, speaking and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self, help the child express his/her thought and feelings in various ways. An awareness of the five senses will stimulate a child’s curiosity as to the different ways his/her body receives information about life around him/her. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry and finger plays enhance the love of language. An awareness of the written word is developed through alphabet activities and writing classroom stories about field trips, events, and etcetera.

MATH READINESS at the preschool level involves the development of cognitive skills. Piaget calls the way in which a child perceives the relationship between two objects “logic mathematical knowledge”. This knowledge comes from the understanding of colors: shapes, application, classification, forming sets and recognizing numerals. These concepts are taught through manipulatives and play experience.

READING READINESS is part of the learning process in preschool. The children learn to recognize letters and words that make up the stories that they hear. Through reading-readiness they also learn to listen, put events in order and predict the outcome of the story. MOTOR SKILLS are a vital part of the young child’s development and are crucial to the learning skills he/she will need in the future. The preschool child learns with his/her body. These motor skills are developed through teacher directed games and exercises as well as free play.

Gross Motor Skills:

Body coordination, as appropriate to the child’s physical development, is enhanced through large muscle activities of walking, running, jumping, hopping, skipping, and etcetera. Participating in various physical activities attains hand-eye coordination. Rhythm and movement provide an outlet of creative expression and the joy of using the body in dance, games and organized play.

Fine Motor Skills:

Eye hand coordination is developed through manipulating clay, stringing beads, hammering, pasting, crayoning, painting, pouring, lacing, using scissors, and much more. Dexterity and strength of the small muscles are developing skills that enhance reading readiness. Use of the natural hand preference is observed and encouraged, although hand dominance is not achieved yet. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness.

PERSONAL SOCIAL DEVELOPMENT is the primary goal for the young child entering preschool. A positive self-concept is essential to successful learning. The more a child understands himself/herself, the better equipped he/she is to relate to other children and adults. Basic social interaction between two children, teacher and a child, and group interaction provide ways in which the child establishes autonomy and learns skills to help him/her relate to his/her

PERSONAL DEVELOPMENT includes - but is not limited to - knowing name and age, eventually learning address, phone number and birth date; caring for toileting needs and washing hands; separating from parent with relative ease; caring for own belongings and respecting others.

SOCIAL DEVELOPMENT includes - but is not limited to - cooperative play, sharing, following directions, initiating conversations and play situations with peers; entering into group activities; developing a positive relationship with teachers, caring about others.

ART at the pre-kindergarten level is joyful, creative experience full of self-expression. Creative art activities will come from use of manipulatives that develop fine motor skills: clay, paint, paste, crayons and other mediums are used. Also, sand and water play are used to encourage multi-sensory learning.

MUSIC is a channel for creative expression in two ways: The manner in which sounds are communicated by the music-maker and the emotional and physical response that sound evokes from the listener. Singing; listening to music; using rhythm instruments and making instruments; dancing and other rhythmic activities are ways of developing a love and appreciation for music.

PLAY is a child's work. The value of free play indoors and outdoors cannot be overstated. Opportunities for play occur as the child enters the classroom at the beginning of the session and after structured learning activities. Outdoor play will be a part of the daily schedule, whenever the weather is appropriate.

COOKING EXPERIENCES provide many learning experiences in the areas of language, math and fine motor skills. Talk about what you are doing: pouring, measuring, stirring, etc. Observe changes that occur during cooking and note what sense you are using to detect changes; smell, taste, touch, sight. Let the child do as much of the activity as possible, and is safe, and use positive suggestions such as "Hold the bowl with one hand while you stir", instead of "Don't spill it!" Many cooking activities don't require the use of a kitchen or any special equipment. Mixing juice, preparing fruit, making sandwiches, spreading butter on crackers, icing a cupcake, all provide good learning experiences.

Discipline Policy C1-C10 per State of Ohio

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The following apply to all persons on the premises:

- ❖ There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- ❖ No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug so that the child may regain control.
- ❖ No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or a similar cubicle.
- ❖ No child shall be subjected to profane language, threats, derogatory remarks about himself, or his family, or other verbal abuse.

- ❖ Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- ❖ Techniques of discipline shall not humiliate, shame or frighten a child.
- ❖ Discipline shall not include withholding food, rest or toilet use.
- ❖ Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well ventilated space.
- ❖ The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- ❖ The school's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: No discipline shall be delegated to any other child.

Discipline

Discipline is viewed as a process of learning self-control, respect for others and responsibility. The pre-kindergarten faculty and staff in charge are responsible for the discipline of the pre-kindergarten students. In order to help the children, learn this process, the following guidelines are in place:

- Children assist with making clear and concise rules and limits;
- Adults anticipate and redirect inappropriate behaviors;
- Adults remind students of expectations, rules and limits;
- Adults help children use words to express anger, resolve conflicts and express needs and desires;
- Adults will assist children in the conflict resolution process;
- Children are spoken to in a friendly (never angry) but firm voice when necessary;
- Adults may remove a child from an activity if inappropriate behaviors persist and help the child to find an appropriate activity to engage in;
- If a child physically hurts another child, he/she will be removed from the activity, the hurt child will be comforted and the children will then be assisted in the conflict resolution process and the parents will be informed at the end of the day.
- A conference will be held with the parents if serious inappropriate behaviors continue.

Dismissal from Pre-Kindergarten

The Pastor or Principal reserves the right to dismiss a child from pre-kindergarten if we cannot meet the needs of the child. Before dismissal, all attempts will be made to work with your child to meet his/her needs. A problem-solving meeting will be held with the principal, teacher, parents, and any other agencies requested to help develop a plan to resolve the problem and best meet the needs of the child within a specified time limit. If the problem cannot be resolved and the child's needs are not being met, the child will be dismissed from Saint Brendan Pre-Kindergarten.

Management of Communicable Diseases

Parents/guardians will be contacted to pick up your child if he/she comes to school and is not able to participate due to being mildly ill. This is for the benefit of your child and the others in the program. Please follow these guidelines when your child is ill.

- **COVID-19 guidelines are stated within the *onboarding policies* at the end of this handbook.**
- Please keep your child home 48 hours after the break of a fever / free of symptoms from illness (without taking over the counter remedies such as Tylenol and the like).
- If your child is sick during the night or before school, please keep him/her home.
- If you suspect a strep throat and have a culture taken, please do not send your child to school, until you receive the result of the culture.

If a child has an auxiliary temperature of 100• or more, skin rash, diarrhea, sore throat, severe coughing causing child to become red or blue in the face or to make a whooping cough sound, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis (pink eye), unusually dark urine or grey or white stool, stiff neck, vomiting, or evidence of lice, scabies or other parasitic infestation, or sore throat/difficulty swallowing, the parent/guardian will be called.

The child will be isolated and monitored by a St. Brendan School staff member, in the nurse's clinic where there is a cot available or in the school office, until the parent/guardian arrives to take the child home. Children may return to school after symptoms are gone or with a note from the doctor, depending upon the illness. Please inform us if your child becomes ill with a contagious illness. Notes will be sent home with the other children to notify parents/guardians of contact and incubation of communicable disease.

Medication Policy

Saint Brendan School cannot administer medication to a student without prior approval and documentation. The intent of this policy is to provide for the safety of your child. We need to be aware of possible side effects or reactions to the medication. In the event of a serious reaction, we need to be prepared. Your cooperation is essential to insure the well-being of your child.

It is best that a child's medication schedule can be arranged before and after school and, therefore, taken at home. When it is not possible, the proper forms and required information need to be completed before medication may be dispensed to your child. If a prescribed medication needs to be administered during school hours, both the attending physician and the parent must complete the proper form.

All medications left at school for administrating, must be kept in the original container/bottle and labeled with the student's name.

A List of the Most Common Communicable Diseases

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| 1. | CHICKEN POX | Feverishness rash appears in form of small pimples, which in a day fill up with a clear fluid. Incubation period is between 14-21 days. Isolation period of at least 7 days. |
| 2. | MEASLES
(Rubeola) | Cold in head. Feverishness, watery eyes, sneezing. Blotchy red rash appears on forehead, face and body. Incubation period is between 7-14 days. Isolation Period of at least 5 days from time rash appears. |

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| 3. | GERMAN MEASLES
(Rubella 3-day measles) | Mild measles, symptoms (blotchy, fine red rash on face and abdomen). Swollen glands particularly in back of neck. Incubation period between 14-21 days. Communicable for 48 hours after rash appears. |
| 4. | MUMPS | Fever. Swelling on side of face and jaws as glands become swollen and tender. Incubation period is between 12-26 days. Isolation period until swelling of glands has disappeared and patient has recovered. |
| 5. | SCARLETT FEVER
STREPTOCOCCAL
(sore throat) | Fever, headache, sore throat, vomiting. A fine rash appears with fever. Incubation period is between 2-5 days. Isolation for 48-hours after the start of antibiotic treatment. May be readmitted to school upon receipt of a written statement that the child has been treated. The name of the physician should be included. |
| 6. | IMPETIGO | Blister-like lesions, which later develop into, crusted pus-like sores, which are irregular in outline. Incubation is 2-5 days, occasionally longer: communicable from onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining. |
| 7. | CONJUNCTIVITIS
("Pink Eye") | Redness and swelling of the membranes of one or both eyes with burning or itching, sensitivity to light, and discharge. Immediate medical treatment. Exclusion from school until clinical recovery. Communicable during course of infection and until discharge from infected mucous membranes cease. |
| 8. | SKIN ERUPTION
(ring worm) | Any child with an undiagnosed skin eruption must leave school. Students may be return to school upon receipt of a written statement from a doctor, of what the diagnosis was, and that the child has been treated. The aforementioned is a directive from the Ohio Department of Education |

Additional Information

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Grievances

Statement regarding policy for seeking reconciliation of personal grievances.

The pastor is the person ultimately responsible for the administration of the parish school. This responsibility is shared with the school principal. Should a situation arise concerning a personal grievance, the following steps are to be taken in seeking reconciliation.

When a grievance arises between a parent and a teacher, they are to first meet to settle the issue. If either party feels the issue has not solved the problem, it should be referred to the principal. Then, the parent, teacher and principal will meet. If after this step has been taken, and the problem is still not resolved any of the parties may refer the issue to the pastor. However, at each level all persons should be present to assure that all sides of the issue are given a hearing and can be answered.

On this third level of reconciliation, any of the persons involved may request the presence of two additional parties. These are to be agreeable to all people involved; pastor, principal, teacher and parents.

Healthchek

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- earing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

If you are interested in more information about this service, please visit:

<http://medicaid.ohio.gov/FOROHIOANS/Programs?Healthchek.aspx>

Incident Reports

In the event your child is injured at school; an incident report will be filled out by the supervising teacher and kept on file in a log. Depending on the nature of the accident, parents/guardians will be contacted (erring on the side of caution). A copy of the report will be sent home with your child.

Inspection Reports

Reports are housed in the school office and may be reviewed upon request.

Nutrition and Snacks

Parents are responsible for providing a daily nutritious snack for their child. Please avoid snacks with nuts due to nut allergies.

Nutritious snacks include but are not limited to:

*Fruit *Vegetables *Cheese *Raisons *Yogurt *Cereal/granola bars *Milk *Juice

Parent-Teacher Conferences

Conferences will be scheduled twice during the pre-kindergarten year: one the first semester and one the second semester. Conferences are available upon request at any time during the school year.

Visitors

Visitors will be very limited at this time due to the pandemic. Those who have an appointment must wear a mask and respond to specific health-related questions before being permitted to enter the main part of the school. Visitors will be kept to the area where they have business.

Volunteers

Volunteer opportunities will reconvene after the limitations of the pandemic have been lifted.

Questions and concerns may be directed to the Ohio Department of Education regarding common communicable disease policies, grievances or other policies stated in the parent handbook. (1.614.466.0224)

Disclaimer:

The rules and regulations in this handbook are subject to change and are not all-inclusive. It is the right of the principal, after consultation with the pastor, to make final decisions about an issue/incident that may not be specifically stated in these pages and/or the policies in the Pre-Kindergarten - 8th Grade Parent Student Handbook.

2021-2022 ONBOARDING POLICIES AND PROTOCOLS FOR IN-PERSON LEARNING

Assessment Protocols

Home

- All families are asked to complete a health symptom check every day before coming to school. The caregiver should take the child's temperature prior to leaving the house.
- If your child has an elevated temperature of **100 degrees Fahrenheit or higher** they may not attend school.
- The temperature should be taken prior to taking any fever-reducing medication.
- Other signs and symptoms of potential illness, that children should be assessed and stay home for are: chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, a loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.
- Families will need to communicate with the School Office what symptoms your child is experiencing so the school can record and monitor any possible trends.

Clean School Environment

- Students and staff will follow enhanced protocols to keep everyone safe.
- Every classroom will be supplied with hand sanitizer and disinfecting supplies.
- Grades Pre-Kindergarten-4th grade have portable sinks in their classroom.
- Stationary hand sanitizing stations have been installed at the main doors of the building.
- The building will be thoroughly, cleaned and sanitized in preparation for the school day. This will include classrooms, bathrooms, hallways, and common areas.
- Special attention will be given to sanitize high contact areas, multiple times throughout the school. This includes areas such door handles, handrails, toilets, stalls, and sinks.
- Teachers and students (age-appropriate) will work together to clean the desk shields, desks and seats. Only the teacher will spray non-toxic sanitizing spray and students will wipe it off to dry with paper towels.
- During the day, the bathrooms will be cleaned and sanitized once in mid-morning and then again in the mid-afternoon.
- Portable air-purifiers are in each classroom and offices. "The Patented "DFS" Technology delivers advanced air purification with a system specifically designed to capture and reduce ultrafine particles in the air. This revolutionary technology efficiently reduces airborne microorganisms and particulate matter while prolonging filter life by inhibiting the growth of captured microorganisms."

Student or Staff Exhibiting Symptoms

At Home

- If an individual, either staff or student, is showing any of the symptoms related to COVID-19 prior to arriving at school, the individual should not come to school.
- The individual should contact and share with their family physician the condition of the individual and follow what direction or guidance is provided.
- Individuals need to inform the school what symptoms are being exhibited and keep them informed of their physician's guidance.
- All information shared with the school will be kept in strict confidence and shared only with Administration and those individuals that may need to know.
- If sickness is not COVID-19 related, the individual may return to school after 48-hours, symptom free, without medication.

At School

- If an individual, either staff or student, begins to show symptoms related to COVID-19 or has a temperature of 100 degrees Fahrenheit or higher, they will be immediately separated from other students or staff and monitored by a staff member.

- Monitoring of the individual will be provided at a safe physical distance for both the individual and staff member.
- The parents of a student will be contacted and asked to pick up their child as soon as possible.
- Families and staff are asked to keep the school informed on what diagnosis or testing takes place with the individual.
- All information shared with the school will be kept in strict confidence and shared only with the Administration and those individuals that may need to know.

Helpful websites for students or staff diagnosed with COVID-19:

- [Guidelines for Quarantine After Exposure in K-12 Classroom Settings.](#)
- [CCBH school guidance for the 2021-2022 school year – 8.3.21](#)
- <https://coronavirus.ohio.gov>

Face Masks

Staff

- Faculty and staff will be required to wear a face mask that covers their nose and mouth while indoors.

Students

- Students Preschool - 8th grade will be required to wear a face covering that covers their nose and mouth while indoors.
- There will be appropriate breaks during the day that the students will be permitted to lower their face coverings for periodic relief including lunch and outdoor recess.
- In the event a student forgets their facial-covering, the school will have disposable face masks available.
- Students are required to wear masks on the school bus.

Face Covering Guidelines

- Students, faculty and staff are asked to wear **cloth face coverings**.
- If your child is unable to wear a cloth mask and needs to wear a shield, it must wrap around the face and extend below the chin.
- Gators are allowed.

Face Covering Exceptions include but are not limited to:

- Medical situations (physician's note required).
- Wearing a face-covering would inhibit the educational process such as Speech, students with disabilities or where communication could be impacted.

Suggestions to prepare to wear a face mask:

- Share a positive take on face masks.
- Help prepare by trying on different styles of face masks and determine which is most comfortable for your child.
- Consider breathability and comfort around ears/nose/chin.
- Plan to have 3-5 face coverings to wear and launder regularly.
- Practice wearing the face mask at home for extended periods of time.
- A lanyard to secure the face mask is recommended.

School Day Protocols

- St. Brendan School will encourage, promote, and enforce social distancing throughout school grounds. However, three feet of social distancing is not always possible in every situation. In

those instances, utilization of other best practices such as face coverings, washing hands, air-purifiers, and sanitizing can/will be substituted.

Hallways

- Staff members will escort groups of students traveling in the halls to ensure social distancing.
- Staggered and organized movement of students will reduce hallway crowding.
- Students should stay to the right in halls with two-way traffic.
- Signage throughout the building will help serve as a reminder to keep social distancing.

Classrooms

- Based on guidance from the CDC the classrooms have been designed to meet 3- feet of social distancing.
- Upon entering and exiting a classroom, students will use the provided hand sanitizer placed by the door.
- Students will have assigned seats.
- Desks in grades K-8 are positioned to face the same direction for additional awareness of potential droplets becoming airborne.
- Outdoor learning, with social distancing, is encouraged, when possible.
- It is strongly recommended that the students do not share their personal materials/supplies during the school day. Any shared classroom materials shall be sanitized after use.

Restrooms

- Students will be taught and frequently reminded of appropriate hand washing techniques to maximize the cleaning. This will be done through signage, verbal reminders and video demonstrations.
- Restrooms will be monitored as to keep social distancing.
- Restrooms have specific signage containing instructions depicting appropriate hand washing techniques.
- After using the restroom, all students must wash their hands.
- Each grade will have bathroom protocols in place and scheduled times to wash their hands.
- Restrooms will be intermittently cleaned and disinfected throughout and after the school day.

Water Fountains

- All water fountains have automated water bottle filling stations.
- Water fountains will only be used to fill water bottles (not as a drinking fountain).
- The students are asked to come to school with their water bottle filled (with water ONLY) and may refill when needed. Please clearly label the water bottle with your child's name and grade.

Lunch/Snack

- Students will wash their hands before lunch/snack and wash or sanitize their hands after lunch/snack.
- Desks/tables will be sanitized before and after lunch/snack.

Visitors

- Visitors will be limited to essential business only and remain in the designated area in which they are visiting.
- Only pre-arranged appointments with teachers or school personnel will be approved.
- Visitors are required to wear facial coverings upon entering and while in the building.

Meetings and Conferences

- Parents are encouraged to schedule meetings virtually or by phone rather than in person.

- In-person meetings should follow social distancing protocols and face coverings are required in the building.
- We ask that before all meetings or conferences, personal health screenings are conducted before entering the building.
- More information will be available closer to the date for the first quarter Parent-Teacher Conferences if they will be virtual, in-person, or hybrid..

Early Release

- Should a student require an early release, the adult picking them up must call (440) 777-8433 upon arrival. The parent/guardian will wait outside the doors by the main office and the student will be escorted out to the car. The parent/guardian may be asked for identification.

Deliveries During the School Day

- If an item needs to be dropped off at the office for a student, call (440) 777-8433 upon arrival. Inform the office what and for whom something is being dropped. We will receive the item at the door and deliver it to the intended recipient.

Policies and procedures may be altered as conditions with the pandemic change. Parents will be notified via email, as all other mass communication is distributed, unless otherwise requested.

Revised: September 2021

