

September 30, 2020

Dear Parents and Guardians-

Welcome back to face-to-face instruction! I wanted to update you with the new policies and procedures that will be in place. While we want things to be as “normal” as possible, we have to be aware of necessary safety precautions that will need to be implemented due to COVID. First and foremost, safety is a top priority so things will need to look a little different this year. A few areas that will see an impact are the Arrivals and Departures of our students.

**Parent Drop Off and Pick Up:**

This year for all students that are dropped off by their parents or guardians, we are asking that you park in the lot and remain in your car until an assistant comes outside and holds up a sign with the teacher’s name on it. Once you see the sign for your classroom teacher, we are asking that you bring your child forward where we will create a line. During this process we are asking that everyone please wear a mask. While in line, temperatures of all students will be checked prior to entry into the building. Just as a reminder, at this time parents and visitors will not be permitted into our building.

Parent pick-up will follow a similar process. We are asking families to remain in their cars until they see their child and child’s teacher outside. Classes will be dismissed one at a time.

**Bussers:**

For those students riding the bus, they will be greeted each day by the classroom teachers. Temperatures will be taken as soon as they arrive.

We appreciate your patience and understanding as we navigate through these new procedures. We anticipate that the first few days may take a little longer until this all becomes routine. Please let me know if you have any questions or concerns. I look forward to seeing all of you on October 5<sup>th</sup>!

**Late Arrivals/Early Pick-up:**

Please call Ruthie at 419-473-3442 between the hours of 7:30-3:30. If you are going to be late or pick-up early, please let your classroom teacher know ahead of time when possible. All late arrivals will need to be brought to door #1, in the front.

Kindest Regards,

Amy St. Marie

**Amy St. Marie M.Ed.**

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