

Welcome to the 2020 -2021 School Year (Part 1)

The weeks leading up to the opening of school are amongst my favorite of the year. As teachers return to campus to prepare for the first weeks, excitement is palpable. Classrooms and hallways are abuzz with discussions about opportunities and possibilities, there is ample evidence of the intention and care that goes into setting up classrooms, and anticipation of eager, joyous, curious students filling the hallways and classrooms is prevalent.

This year, we've been thrown a few curves. There are considerations and decisions that we have never before faced in preparing for the start of a school year. The Lower School faculty are amongst the most dedicated, flexible, adaptable and creative group of people with whom I've ever worked. Regardless of the circumstances and challenges, one thing that I know to be true about this remarkable group of people is that they will welcome all students (those on campus and those connecting virtually) back to school with open arms and hearts!

While preparing for opening day our internal conversations have focused on extending grace, compassion, and patience to ourselves and each other. As we launch a completely new virtual learning program while working with students in the classroom, while learning campus protocols, while working through the inevitable glitches with technology we are asking the same from students and parents/guardians. We are all learning a "new" way to do school, and there will be bumps in the road. It may take a few weeks to hit our stride, but we are excited to be getting started.

We have a great year planned for your students. There are several *shifts towards excellence* that we will implement as the school year progresses. I will share those *shifts* in next week's *Welcome to the 2020-2021 School Year (Part 2)*, as this welcome letter will provide information related to getting the school year going. If you have any additional questions before the first day(s) of school, please reach out via email – sbakerlapp@macclay.org.

Lower School Phased Re-entry

All **Pre-Kindergarten** students (on campus and virtual) will begin school on August 12th. PK students should be dropped off in front of the PK building between 8:00 and 8:30.

Kindergarten through Fifth Grade

- We have divided all K – 5th students into teams – Blue Team (last name begins with A-K) and White Team (last name begins with L-Z). Each team will have a First Day of School
 - The Blue Team's first day is August 12th (on campus students and CVC students)
 - The White Team's first day is August 13th (on campus students and CVC students)
- August 14th, the Blue Team will be on campus and Blue CVC students and White Team students will join virtually
- On August 17th, the White Team will be on campus and White CVC students and Blue team students will join virtually.
- **AUGUST 18!** All Blue Team and White Team on campus and Blue Team and White Team CVC students join virtually. Blue Team and White becomes the 2020-2021 Lower School Team

	On Campus	Virtual
August 12*	Blue Team (first day)	Blue CVC students
August 13	White Team (first day)	White CVC students
August 14	Blue Team	Blue CVC and White Team
August 17	White Team	White CVC students and Blue Team

**Early release day. Dismissal 1:45. Kids Club is available*

First Day of School PreK

On August 12, students should be dropped off in front of the PreK building between 8:00 and 8:30.

First Day of School K -5th

On the first day of school (August 12th for the **BLUE** Team and August 13th for the **WHITE** Team), students should be dropped off in front of the Lower School building between 7:45 and 8:15. Lower School faculty will be at the ready to assist students out of cars and to their classrooms. We will take first day of school photos and share them with parents.

Supplies

On campus students should bring their supplies on their first day of school. CVC students should keep their supplies at home.

Lower School Handbook Addendum August 2020

Please note these important adjustments to the Lower School Family Handbook. These changes are in effect beginning August 12, 2020 and will be updated as necessary.

The Three Ws

Wear your face covering . . .

- All Lower School students (PK3 – 5th grades) are required to wear a face covering while inside any building – with the exception of lunch. Students are only required to wear a face covering outside when it is not possible to maintain 6ft physical distance. “Mask Breaks” will be scheduled throughout the day. **PLEASE SEND IN AN EXTRA FACE COVERING IN A PLASTIC BAG FOR STUDENTS TO KEEP AT SCHOOL.** (label face covering with your child’s name)

Wash your hands . . .

- Students will wash their hands or use sanitizer after removing or replacing their face coverings, before entering the classroom and before and after eating.

Watch your distance . . .

- As much as feasibly possible and developmentally appropriate students will maintain 6 ft distance from each other and teachers.

School Day

- Pre-Kindergarten: 8:00 a.m. -12:00 p.m., Monday – Friday. Stay and Play will dismiss at 2:30 on Monday, Tuesday, Thursday, Friday and 1:30 on Wednesday.
- Kindergarten – 5th Grade: 8:15 a.m. to 2:45 p.m. on Monday, Tuesday, Thursday, Friday and from 8:15 – 1:45 PM on Wednesday.

Arrival

- Pre-Kindergarten: PreK students may be dropped off at the Pre-K entrance between 8:00 and 8:30 a.m. Parents/guardians should unbuckle students, and then Pre-K faculty will assist students out of cars and guide them inside to their classrooms
- Kindergarten – 5th Grades: Morning drop off occurs between 7:45 and 8:10.
 - Students arriving between 7:45 and 8:00 should be dropped off in front of the Dining Hall where they will remain with other members of their cohorts until being walked to their classroom at 8:00.
 - Students arriving between 8:00 and 8:15 should be dropped off in front of Lower School. They will report directly to their classroom.
 - Students arriving after 8:15 must be signed in at the front office by a parent/guardian.

It is important that students arrive in a timely manner. Please allow time for students to put their things away and be in their classrooms ready for instruction to begin at 8:15.

Dismissal

We have staggered dismissal times to reduce traffic density and facilitate efficiency and safety.

- Pre-Kindergarten students should be picked up in front of the PK building, 12:00 -12:10 or 2:30 -2:50 (Wednesday 1:30 -1:50).
- K – 5th Grades: Students must be picked up in front of the Lower School between 2:45 and 3:10 (Wednesday 1:45 – 2:10). To ensure an efficient and timely dismissal, your pick-up number must be **CLEARLY DISPLAYED**

while in the dismissal line (it is easiest for us to see numbers that are hung from the rear-view mirror). These numbers will be mailed home this week. Students not picked up by the end of dismissal will automatically be sent to the Kids Club program, and a fee will be charged. Families who have children in both lower and middle school are strongly encouraged to pick up their lower school student after 3:00 so that they can transition directly to the middle school pick-up area.

Visitors and Volunteers

Until further notice, parents, other visitors and volunteers may only enter the Pre-Kindergarten and Lower School buildings (with the exception of the front office) with prior approval from the Director of Lower School and by appointment- This includes morning drop-off and afternoon pick-up.

Communicating with Teachers

During the school day teachers are primarily focused on teaching, learning, planning, and preparation. If you need to communicate with your child's teacher/s, please do so via email. Your child's teacher/s will respond via email or a phone call within twenty-four hours. Teachers are prohibited from using text messaging on their personal devices to communicate with parents/guardians. We understand that this may pose a minor inconvenience; however, this measure has been implemented to provide for the safety and security of all students. *Teachers often do not have time to check email during the school day. If your communication needs to be viewed or responded to within the same school day, please call the Front Office (850-893-2138) in addition to sending an email.*

Fieldtrips

Until further notice, Lower School students will only participate in virtual field trips.

Snack and Lunch

- Students should bring a re-usable water bottle (daily), labeled with child's name. The drinking fountains will not be in use. However, students will be able to use the bottle filling stations on our water fountains. Water bottles should be washed/disinfected at home each evening.
- Purchased lunches must be pre-ordered through Marauder Meal Service.
- Students may bring lunch in a container of your choosing. Please be sure to disinfect these containers each night. Students will NOT have the use of a microwave at lunch, so please do not pack any items that need to be heated.
- All students should pack a snack each day.

Distance Learning Guidelines

School Day

- Pre-Kindergarten 8:30 – 12:00. Virtual learners will participate in circle, story time, snack, whole group lessons, Spanish, Guidance & Music. Your child's teacher will provide a weekly schedule.
- Kindergarten – 5th Grades 8:15 – 2:45 (Wednesdays 1:45). Virtual learners are expected to participate in the full daily schedule, with the exception of snack, lunch, recess and PE. Your child's teacher will provide a weekly/daily schedule.

Absences

If a student will be absent, please alert the homeroom teacher or front office. Homeroom teachers will communicate regarding any make-up work. Absences for major trips **must be approved one week beforehand by the Lower School Director and homeroom teacher**, so that makeup work can be assigned and distributed before the trip.

Tardies

Kindergarten – 5th Grade students that do not join the virtual classroom space by 8:15 AM will be marked tardy.

Dress Code

- Pre-Kindergarten students *are encouraged* to wear their school uniform.
- Kindergarten – 5th Grade students *are required* to wear their school uniform.

Schoology

Schoology is Maclay's Learning Management System. All PK3 – 5th families will have a Schoology Account. In Schoology you will find class schedules, meeting links, announcements, etc. Parents/guardians of PK3 – 3rd graders will use Schoology to upload completed assignments.

Materials

Teachers will create *Distance Learning Kits* with materials that virtual learners will need for a period of two weeks at a time. Families should expect to collect distance learning kits from the Lower School front office every second Friday before 2:30. Families may be asked to print materials for students; however, this should occur infrequently. **Distance Learning Kits for the first two weeks of school may be collected from the Lower School front office on Tuesday, August 11th between 9:00 and 3:00.**

At Home Classroom

Virtual students should use an *iPad, laptop computer or desktop computer* to access the classroom. Students in K - 5th grades

- will use a *headset with microphone* to ensure that they can clearly hear what is happening in the physical classroom and that those in the physical classroom can clearly hear them
- should be seated at a table or desk and have all of their learning materials within reach
- should limit eating to scheduled snack time or lunch time
- should **not** use a virtual background
- should **not** invite pets or siblings to participate in learning

Important Contact information:

Susie BakerLapp: Director of Lower School sbakerlapp@maclay.org

Bentley Harris: Lower School Dean bharris@maclay.org

Stacey Houston: PreK Director shouston@maclay.org

Jeff Van Syckle: Guidance jvansyckle@maclay.org

Lauren Holland: Technology lholland@maclay.org

Libba Harris: Kids Club lharris@maclay.org