

# OUR LADY OF FATIMA SCHOOL

## BACK-TO-CAMPUS GUIDELINES

*Prepared in advance of our K-6 Students' return on September 21, 2020*

### CAMPUS ACCESS

Until further notice, only staff and students are allowed to enter the OLF campus premises—even during drop-off and pick up times. Grownups walking children to and from the Parish Hall for Extension Care, or to and from the Preschool Building, must wear a mask or face covering. The school office is not presently open to in-person visitors. You may contact Principal Karen Forte or Office Manager Caroline Cota at:

Office (209) 826-2709

kforte@olfdof.org

ccota@olfdof.org

### DAILY SCHEDULES

**Returning Families:** Please note that some release times are different from last school year.

	Regular School Day	Early Release Every Wednesday	Noon Dismissal School Day
<b>Morning Drop-off</b>	From 7:45 to 8 a.m.	From 7:45 to 8 a.m.	From 7:45 to 8 a.m.
<b>TK Release</b>	3 p.m.	3 p.m.*	3 p.m.* In most cases.
<b>Kindergarten Release</b>	2 p.m.	12:15 p.m.	12 p.m.
<b>Grades 1-6 Release</b>	2:45 p.m.	1:25 p.m.	12:30 pm.

\*TK Students do not observe Early Release Wednesdays. TK only has Noon Dismissal for some holidays, and in those few cases staff will notify families.

### EXTENSION CARE

Our morning and afternoon Extension Care will resume in the Parish Hall starting Monday, September 21st. For Extension Care drop-off and pick up, grownups must walk children to and from the Hall and sign them in and/or out. Please use the crosswalk in front of the church entrance. Once in the Hall, children will be directed to share tables only with their siblings or students from their same class. To learn more about Extension Care hours and rates, visit the [Tuition](#) page of our website.

### DAILY TEMPERATURE CHECKS

Students will undergo body temperature checks before entering campus every school day. Students registering temperatures of 100.4 or lower may enter campus. Those registering temperatures of 100.5 or higher will wait at least 10 minutes then have their temperature re-checked. If the second reading is still 100.5 or higher, the student will be sent home for the day. **Students sent home for reporting or showing symptoms of COVID-19, like fever, will not be allowed to return to campus until they provide a release note from their medical provider.**

### NEW TRANSITIONAL KINDERGARTEN ("TK") CLASS

Until this point in our school year, our Preschool program was using both Preschool classrooms and our Parish Hall for instruction. The Preschool needs three classrooms to comply with social distancing. But with our K-6

students returning to campus, the Parish Hall is now needed for Extension Care. Starting on Monday, September 21st, a group of our Preschoolers ages 4 and older will become a Transitional Kindergarten (“TK”) class taught by Mrs. Kim Silva in our vacant 6th Grade classroom. Miss Whitley Smith’s 3-year-olds and Miss Cheyenne Pinheiro’s 4-year-olds will use the two classrooms in the Preschool building.

## MORNING DROP-OFF: PRESCHOOL

*\*Please note that this plan has changed from the email Mrs. Verduzco sent families on Wednesday, September 16th.*

This plan **starts Monday, September 21st** and applies to Miss Smith’s and Miss Pinheiro’s students using classrooms in the Preschool Building. All families with children in either class will now drop-off using the driveway bordering the south edge of campus. Please see this [Preschool Drop-Off Route Map](#). Grownups can get out of their vehicles to help their child exit at the Preschool Drop-Off Zone. Grownups will now sign Preschool students in/out for the day using only the Brightwheel app.

- For Preschoolers enrolled in Morning Extension Care (7:15 to 7:45 a.m.), please send staff a message on the Brightwheel app when you are outside the building, in the Preschool Drop-Off Zone. A staff member will meet you outside to walk your child into the building.
- For Preschoolers who arrive between 7:45 and 8 a.m., Preschool staff will be at the Preschool Drop-Off Zone checking in students as you drive through.
- If you are running late, please drop off your child at the school office.

## MORNING DROP-OFF: GRADES K-6

For children not enrolled in Extension Care, morning drop-off is from 7:45 a.m. to 8 a.m. Until further notice, all children in Grades TK-6 (who are not enrolled in Extension Care) must be dropped off using the drive-thru loop. Even TK and Kindergarten students must now be dropped off at the loop, and cannot be walked to the gate.

Upon entering the school parking lot, drive all the way back to the last row of parking spots and follow the loop to the left. As you approach the gate to enter campus, you’ll see three spots (the “Drop-Off Zone”) where you can briefly stop to drop off children. A staff member will be standing at each of these three spots to direct families and check temperatures. ***Your child should stay inside the vehicle while having his or her temperature checked.*** If the temperature is normal, your child can get out of the vehicle and enter campus.

If your child’s temperature is 100.5 or higher, you must keep your child in your vehicle and proceed through the loop. Park in the lot, and after at least 10 minutes you may get back in line for the loop and have staff recheck your child’s temperature.

No grownup should exit his or her vehicle during morning drop-off through the loop, or walk a child up to the gate. Please review the [Route Map](#) and watch this [Instructional Video](#) demonstrating how staff will check temperatures.

**Car Seats:** Children should be released from car seats **before** you reach the Drop-Off Zone, so that they may move over to the window as shown in the video. Before entering the loop, please park in a space in the lot to help your child out of his or her car seat. Once they are unbuckled, you may get in line for the loop.

To help drop-off run efficiently, please do not engage OLF staff in extended conversations when they approach your vehicle for temperature checks. If you need to speak with your child’s teacher, please send her an e-mail to set an appointment.

## MORNING DROP-OFF: TK STUDENTS

Mrs. Silva’s TK students who are enrolled in Morning Extension Care (7 to 7:45 a.m.) will check in at the Parish Hall. Grownups must park their vehicles and walk children up to the Hall, using the crosswalk in front of the

church. Mrs. Silva's TK students who arrive between 7:45 and 8 a.m. will now be dropped off using the drive-thru loop. **Please follow the Morning Drop-Off Procedure for Grades K-6.**

## HOW WILL YOUNG AND NEW STUDENTS FIND THEIR WAY?

All of our teachers and aids will be out by the loop or entrance gate for morning drop-off (at least for the first week or two back). Your child's teacher will direct students to their classrooms, or younger students will gather with a staff member and wait to be guided as a group. OLF staff will make every effort to ensure children feel safe and assured as they enter campus.

## AFTERNOON PICK UP: PRESCHOOL

### Starting Monday, September 21st:

- For Preschool students picked up at 11:30 a.m., Preschool staff will walk students outside to the Preschool Drop-Off Zone. As grownups pull up, a staff member will walk each child to their vehicle. Grownups may get out to help students into the vehicle.
- For Preschool students picked up between 2 and 4:30 p.m., please send staff a message on the Brightwheel app when you are outside, in the Preschool Drop-Off Zone. A staff member will walk your child outside.

## AFTERNOON PICK UP: GRADES K-6

For pick up, K-6 families will follow the same procedure as morning drop-off. Proceed to the back of the parking lot and follow the loop. Once stopped in one of the three Drop-Off Zone spots, staff will help direct your child to your vehicle. During K-6 pick up, no grownup should exit his or her vehicle or walk up to the gate.

**Car Seats:** While in the Drop-Off Zone, please do not exit your vehicle to assist your child with their car seat. Instead, proceed through the loop then pull into a parking space to buckle your child.

## AFTERNOON PICK UP: TK STUDENTS

Families can pick up TK students every school day at 3 p.m. by driving through the loop. Once you pull up at the Drop-Off Zone, Mrs. Silva or another staff member will guide your child to the car. For TK students enrolled in afternoon Extension Care, a grownup must walk up to the Hall to sign them out. TK students do not observe Wednesday Early Release.

## STUDENT LIFE

- **Masks:** Students in Kindergarten and Grades 1-6 must wear masks during the school day. Masks can be any color or pattern, so long as the designs are appropriate and not distracting to other students. Especially for our youngest students, families may want to provide a mask lanyard to prevent masks from getting dropped or misplaced.
- **Uniforms:** All students attending class on campus must wear uniform apparel and comply with our [Dress Code](#).
- **School Supplies:** All students must bring and maintain their own separate school supplies. Please make sure your child has all requested supplies for the first day of on-campus instruction. Teacher supply lists are available [HERE](#).
- **Devices:** Students will be assigned an iPad or Chromebook and will not share with other students unless staff disinfects the device first.

- **Social Distancing**: Students must do their best to practice social distancing, staying at least 6 feet from others while at school. Teachers have arranged classroom desks so that students are seated at least 6 feet apart.
- **Hand Washing**: Frequent hand washing will be part of our students' daily routines.
- **No Outdoor Play Before School**: Before school starts, students will not have play time on the playground or pavement areas. After entering campus, each student will go straight to his or her classroom. After dropping off belongings, they can wait with classmates in a designated area just outside their classroom.
- **Morning and Afternoon Recess**: Weather permitting, all students will have morning and afternoon recess outdoors. Classes will rotate through designated play areas each school day. For example, one day the 1st Graders get the playground, 2nd Graders get the pavement area near the classrooms and 3rd Graders get the basketball court/field areas. Then each class will rotate to a different play area the next school day.
- **Lunch**: Weather permitting, students will eat lunch in the outdoor dining area or on the benches outside classrooms. Teachers will ensure students practice social distancing while staying grouped with their classmates during lunch.
- **Water**: Students must bring a refillable plastic or stainless steel water bottle to school every day. ***No glass bottles are allowed.*** Drinking fountains will not be available.
- **Mass**: Until further notice, students will watch live-streamed Friday Mass from their classrooms.
- **Distance Learning**: TK-6 families still have flexibility to use distance learning. Please discuss this option with your child's teacher.

## CAMPUS IMPROVEMENTS

- An ***Air Scrubber Advanced*** has been integrated into our school's heating and cooling systems. The Air Scrubber continuously purifies air circulating through our buildings by removing dust, pollen and other particles and limiting spread of germs.
- A water filtration system will soon be installed on campus, allowing touchless refilling of staff and student bottles with filtered water. In the meantime, teachers will have bottled water in their classrooms that students can use to refill personal bottles.
- All drinking fountains on campus have been converted to hand-washing stations.

## ADDITIONAL SAFETY PROTOCOLS

- **Staff Safety**: At all times, OLF staff members will wear masks and/or face shields. Staff members will undergo daily temperature checks and those registering 100.5 or higher will be sent home until released to return by their medical provider.
- **Staff COVID-19 Testing**: Every two weeks, small groups of staff members will take COVID-19 tests. Until further notice, staff will continue taking tests on a rotating basis.
- **Student Enrollment Caps**: To comply with social distancing, enrollment at every grade level will be capped. It may vary slightly by grade and depending classroom space, but each class will be capped around 18 students.
- **Nightly Campus Cleaning**: All campus buildings will be cleaned and sanitized nightly, using both disinfectants and foggers.
- **No Outside Groups On Campus**: Until further notice, groups like Religious Education classes and 4-H will not be granted use of OLF classrooms or campus facilities.