

Lake Hiawatha Elementary School

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Steve Figurelli, Principal

August 27, 2020

Dear Lake Hiawatha School Community,

As we finalize preparations for the new school year and look forward to children filling our classrooms - both virtually and in-person - on Wednesday, September 2nd, I am writing to share additional information to help ensure a smooth, safe opening.

In my [welcome back letter](#) on Tuesday, I noted that we have modified arrival and dismissal procedures to help reduce congestion and maintain appropriate distancing. Please review the specific procedures below. *I have enclosed a graphic on the final page of this letter to help you visualize these new protocols.*

Arrival:

- Doors will open at 8:55am for students to report directly to their homerooms. Please note there will be no outdoor supervision prior to 8:55am, so please discourage your child from congregating.
- Preschool:
 - Ms. Iannetta's class will enter through the exterior classroom door in the rear of the building.
 - Ms. Alston's class will enter through the exterior classroom door in the rear of the building.
 - All other preschool classes will enter through the preschool doors on the side of the building.
- Kindergarten and Grade 1 will enter through the doors near the preschool playground.
- Grades 2 & 3 will enter through the doors in the new wing by the Music and Art classrooms.
- Grade 4 will enter through the doors in the front of the building near the baseball field. Cones will be placed outside as an additional safety measure.
- Grade 5 will enter through the doors on the upper blacktop in the rear of the building.
- K-5 students arriving via bus:
 - Kindergarten - Grade 3 will enter through the main entrance.
 - Grades 4 & 5 will enter through the gym doors.
- LHS staff will be present during arrival to guide and pace students to ensure appropriate distancing is maintained.

Dismissal:

- LHS will follow a staggered dismissal schedule in order to minimize not only the gathering of parents awaiting handoff from classroom teachers, but also traffic congestion in the parking lot.
 - Kindergarten:
 - Students will dismiss at 12:40pm through the doors near the preschool playground. *Parents must be present to receive children via handoff from the classroom teacher.*
 - Children attending SKIP or riding the bus will remain in the classroom, fully supervised, until called over the PA system.
 - Grades 1 & 2:
 - Students will dismiss at 12:50pm through their grade level's designated doors:
 - Grade 1 will dismiss through the doors near the preschool playground. *Parents must be present to receive children via handoff from the classroom teacher.*
 - Grade 2 will dismiss through the doors in the new wing by the Music and Art classrooms. *Parents must be present to receive children via handoff from the classroom teacher.*
 - Children attending SKIP or riding the bus will remain in the classroom, fully supervised, until called over the PA system.

- Grades 3 - 5:
 - Students will dismiss at 12:55pm through their grade level's designated doors:
 - Grade 3 will dismiss through the doors in the new wing by the Music and Art classrooms.
 - Grade 4 will dismiss through the doors in the front of the building near the baseball field. Cones will be placed outside as an additional safety measure.
 - Grade 5 will dismiss through the doors on the upper blacktop in the rear of the building.
 - Children attending SKIP or riding the bus will dismiss simultaneously.
- AM Preschool will dismiss at 11:30am and PM Preschool will dismiss at 3:30pm through their classroom's designated doors:
 - Ms. Iannetta's class will dismiss through the exterior classroom door in the rear of the building.
 - Ms. Alston's class will dismiss through the exterior classroom door in the rear of the building.
 - All other preschool classes will dismiss through the preschool doors on the side of the building.
- LHS staff will be present during dismissal to guide and pace students to ensure appropriate distancing is maintained.

Hallways:

- Tape has been placed along the hallway to create "travel lanes" for students and staff.
- Visual cues have also been placed on the floor to support appropriate distancing:
 - Directional arrows
 - Lines at 6 ft. intervals
- *I have enclosed photographs of our hallway on the next page to illustrate this new protocol.*

Additional Notes:

- All students will use the same entrance and exit doors to help fortify a routine. Each door will also be labeled with a sign to help acclimate families to our new procedures.
- Parents with siblings are asked to drop one child off at his/her designated entrance and walk around the building to the other child(ren)'s designated entry door, as necessary.
- As a reminder, all students are required to wear a facial covering at all times. Please continue to encourage your child to wear a facial covering at home to build stamina.
- Parents will be required to complete the *COVID Daily Parent Form* in the Genesis Parent Portal on any day that your child is scheduled to be in the school building.

We recognize this is quite a bit of information and new routines take time and patience. We appreciate your assistance in adjusting to these modified arrival and dismissal procedures to ensure the safety of all students and staff.

Should you have questions, you are always welcome to contact me.

In partnership,



Steve Figurelli
Principal

