

Valley Forge Elementary Integrated (Hybrid) Logistics Guide for Parents

Integrated Instruction beginning October 12, 2020

Topic	Procedures
Orientation Week	<p>As indicated on slide 35 of the TESD Reopening Plan, we will transition students back to school the week of October 12-16 according to the following schedule:</p> <p>Monday, Oct. 12 (Students with last names A-K): Kindergarten only Tuesday, Oct. 13 (Students with last names A-K): All Grades K-4 Wednesday, Oct. 14: All Virtual Thursday, Oct. 15 (Students with last names L-Z): Kindergarten only Friday, Oct. 16 (Students with last names L-Z): All Grades K-4</p> <p>Note: Kindergarten students will report for their morning or afternoon session on both of their assigned days during this transition week. All students in grades 1-4 with last names in the A-K cohort will report only on Tuesday, and all students in grades 1-4 with last names in the L-Z cohort will report only on Friday during this transition week.</p>
Symptoms Screening for Students	<p>Every day that students attend in person families will complete a Health Screening form by 8:30 AM in PowerSchool prior to students getting on the bus or entering the building, affirming that students are symptom-free. The form can be found at the following link and must be completed daily. Powerschool log-in information will be needed to complete the form. (https://powerschool.tesd.net/public/home.html)</p> <p>If the screener has not been completed by the time your student arrives, your child will not be admitted to the classroom and we will contact you to come to school and complete the health screening. If a person is symptomatic and is on the premises, they are putting others at risk, and so, to help mitigate the spread of Covid-19, we are asking for your help in conducting this screening at home every day when students are attending in-person. If you need assistance in obtaining a thermometer, please let the building principal know.</p>
Student Arrival (see 'Safety Reminders' below)	<p><u>Carpool</u> – Utilize carpool loop in the front of the building</p> <p>Two locations to drop off: K, 1st, 2nd Grade students – 2nd Grade Lobby Doors (First set of doors in the carpool loop.) 3rd, 4th Grade students – Main Entrance</p>

	<p>8:45 a.m. – Student arrival begins</p> <p>9:10 a.m. – All entrances closed, except for main entrance</p> <p>9:15 a.m. – Late Bell; late arriving students check in at greeter’s desk to be marked late and then proceed to classrooms</p> <p>Upon arrival in classrooms, students will place their belongings in their ‘cubby’ and will wash/sanitize their hands before returning to their desks until class begins.</p> <p>Note: Families were provided with an Early Drop Off option at 8:35 last year due to last year’s change in start times. This can be offered on a limited basis this year and should only be used to relieve a significant family hardship. Sign-up in advance is required. Students for early drop off may arrive no earlier than 8:35 AM. Students will report directly to their classrooms where they will need to remain seated at their desks until class begins at 9:10 a.m. Parents who need the early drop-off due to a significant hardship should contact the main office to sign up in advance. Regular drop-off begins at 8:45.</p>
<p>Student Building Entry</p>	<p>In order to facilitate social distancing, we will use and supervise different entrances; students will report directly to classrooms.</p> <p>Carpool: Kindergarten, 1st & 2nd Grades – directly into classrooms via 2nd grade lobby doors 3rd & 4th Grades – Main entrance doors</p> <p>Buses: Kindergarten, 1st & 2nd Grades – directly into classrooms via the side cafeteria doors 3rd & 4th Grades – Doors at the end of the 4th grade hallway in bus circle</p>
<p>Visitors & Volunteers</p>	<p>Unfortunately, parents may not enter the building during student drop-off and pick-up. Until further notice, school visits will be scheduled on an appointment-only basis. Please contact the main office with requests to visit the building. Though not a substitute for in-person interactions, most meetings will be held by phone or virtually, using the Microsoft Teams platform.</p>
<p>Student Dismissal / Pick-Up</p>	<p><u>Dismissal begins at 3:45.</u> <u>Carpool</u> –</p>

<p>(see 'Safety Reminders' below)</p>	<p>All carpool pickup will occur in the main carpool circle in the front of the building. Place given name placard in the front window of the car to facilitate a quick, smooth dismissal.</p> <p>Staff members will record student names on an iPad that will display in the classrooms. Students will exit out the main lobby doors or 2nd grade lobby doors depending on the location of cars in the pick-up line. We have many students dismissing via parent pick-up this year. We ask your patience with this process, and we will make tweaks as needed.</p> <p><u>Walkers –</u> Walkers will be dismissed from the playground doors. Parents who walk to the school to pick up their child or those who park and pick up at the door should do so at the playground doors. A staff member will record names via an iPad. Students will be dismissed from their classrooms to the playground doors. Parents should wait in a socially distanced manner on the playground blacktop for their children.</p> <p><u>Buses –</u> One bus will be called at a time and will be loaded in the bus circle.</p> <p>Adjustments to dismissal will be made as needed.</p>
<p>Early Dismissal (for an appointment)</p>	<p>Please send a note for any early dismissal to vfeattendance@tesd.net Park in an open parking space in the parking lot. Call the main office (610) 240-1600 and main office staff will meet you at the main entrance with your child.</p>
<p>Arrival and Dismissal Safety Reminders</p>	<p>Please refrain from using cell phones when entering or exiting the carpool circle. Arrival and dismissal is a very busy time and we need everyone to be alert.</p> <p>As described above, there are two locations for drop-off and pick-up in the carpool loop. Be alert to vehicles stopping.</p> <p>Each family has received a name card to display in their cars in the carpool line.</p> <p>In order to keep our carpool line running safely and smoothly, we ask that you display the name card on your dashboard or under your visor.</p> <p>Please pull forward as far as possible to allow staff members to load several children into their cars at once. If you have to wait for your child</p>

	<p>or buckle them in, please pull up as far as you can to allow the carpool line to move quickly.</p> <p>Please do NOT get out of your car to retrieve your child from the line.</p> <p>Please let your child out on the curb side of the carpool circle.</p> <p>We hope to keep the line moving so everyone can get out in a timely manner.</p> <p>Please do not park and leave your car anywhere but in a lined parking spot during morning drop off or afternoon dismissal.</p> <p>Please be mindful of the stop signs, oncoming traffic in the parking lot, and the speed limit.</p> <p>Cars are not permitted in the bus circle between 8:30-9:20 a.m. and 3:00-4:00 p.m.</p> <p>When dropping students off, please form a single line along the curb and allow your child to disembark on the curb side. Please DO NOT form double lines of cars in front of the school.</p> <p>Walkers will enter the building via the main entrance and will exit the building at the playground doors.</p>
Classrooms	<p>We will ensure required social distancing space between student chairs/desks.</p> <p>Students will sit at individual desks at least six feet apart for instruction.</p> <p>We have removed extra furniture and pushed all necessary furniture to the sides of classrooms.</p> <p>Teachers have plexiglass 'sneeze guards' in front of their desks to prevent virus transmission.</p> <p>Teachers will be wearing face coverings during instruction when students are in the classroom, as will students. Regular mask breaks will be provided when student are socially distanced (no longer than 10 minutes), outside when socially distanced and while eating when socially distanced.</p>

Student Materials & Supplies	<p>This year, there will be no sharing of materials or supplies. Please make sure all students have all necessary supplies. Please reach out to Carolyn Swetkowski or Karen Kilby if you need financial assistance purchasing supplies.</p> <p>If regular coat cubbies in the classrooms do not allow for social distancing, students will have a personalized box next to their desk to be used as their 'cubby' (for backpacks, coats, hats & gloves, umbrella, etc.) (This will vary classroom to classroom depending on the style of cubbies in the room and the number of students attending in person.)</p>
Leveled Math Classes	<p>This year, students in 2nd, 3rd, and 4th Grade may also have their Core Teacher for math to enhance social distancing between groups of students.</p> <p>Some 2nd, 3rd and 4th grade students will switch for Math class via a staggered schedule to enhance social distancing.</p>
Special Areas	<p>Art, Music and Library/Media will take place in the Core classrooms. PE will be outside. If there is inclement weather, PE can be in the classroom and/or gym or cafeteria.</p>
P/E	<p>PE classes will occur outside as often as possible. Students should be sent to school dressed appropriately for the weather.</p>
Library/Media	<p>Media classes will occur in the core classrooms. Media Specialists use traveling libraries with grade-level or topical selections for students.</p> <p>We are planning to allow students to access an online library database via iPads to select books for check-out.</p> <p>Adults will deliver books to students in Core classrooms.</p> <p>When returned via the Core classroom, books will be placed in daily bins. After three days, books can be re-shelved.</p>
Art	<p>Art classes will occur in the core classrooms.</p>
Music Band/Chorus/Strings	<p>Music classes will occur in the core classrooms.</p> <p>Please find specific information about Band, Chorus, and Strings on Mrs. Nation and Mrs. Mertz's Schoology pages.</p>
Student Lunch	<p>Students bring bagged lunches or order a bagged lunch from the cafeteria.</p> <p>Cafeteria staff prepare bagged lunches for delivery to classrooms.</p>

	<p><u>Students with lunches containing nuts will need to eat in the cafeteria. Classrooms remain nut-free. Bagged lunches containing nuts will not be delivered to classrooms by cafeteria staff.</u></p>
Recess	<p>Recess will be held by individual class, at regularly scheduled times for each grade level. Recess area on the school grounds will be designated for each individual class. Students are not able to share equipment or use the playground equipment. Teachers and staff monitoring recess (with help from the PE teachers) will prepare a variety of activities that can be facilitated with students to keep them engaged but socially distanced. Indoor recess will occur during inclement weather.</p> <p>Recess Locations – Classrooms will rotate to new locations weekly.</p> <p>A – Trees near the bike rack B – Grassy area between the trees and the tennis courts C – Tennis courts & perimeter D – Playground blacktop E – Zipline area and grassy area near third grade wing F – Softball field area</p>
Safety Drills	<p>Safety drills will be adjusted to allow for social distancing.</p>

Elementary Reopening Checklist for Parents and Students

Prior to October 12

- [PowerSchool](#) – please make sure you know your PowerSchool login (more information about PowerSchool is [here](#))
- In PowerSchool – please complete emergency medical information, verification of information form, and media consent form
- Please remember your selection of 100% Virtual or Integrated (Hybrid) Instruction
- Review [TESD Reopening Plan](#), especially slides 13-24
- If needed, contact the main office regarding early drop-off at 8:35 AM.
- Please sign and return (by mail or drop-off) these three forms requiring parent signature: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet, Concussion and Traumatic Brain Injury Information Sheet, and Code of Conduct (Note: full Code of Conduct is in the 2020-21 handbook <https://www.tesd.net/domain/1453>)
- Please ensure that students have all necessary grade-level supplies, as classroom supplies will not be shared
<https://www.tesd.net/site/default.aspx?PageType=3&DomainID=888&ModuleInstanceID=2456&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=30091&PageID=5852>

- Please spend time practicing the wearing of masks/face coverings, proper handwashing and social distancing

Daily Checklist, starting October 12

- [Powerschool](#) – complete Symptoms Screening Form each morning by 8:30 AM, prior to students entering the building or getting on the bus
- Please send children to school with 2 masks/face coverings – one on, one in backpack
- Please send children to school with a filled water bottle (water bottle filling stations are available, but water fountains are disabled to prevent infection)
- Please send children to school with a bagged lunch, if not ordering from cafeteria (information about [TESD Food and Nutrition Services](#); sign up for [SchoolCafe](#) – online cafeteria service)