

August 31, 2020

Dear Parent/Guardian,

I hope this letter finds you and your family doing well and enjoying what is left of the summer. The Primary School is ready and excited to see all our Lil Riders. I want to take this opportunity to reiterate that the Ichabod Crane School District is committed to the health and social-emotional well being of all our students and staff. With that being said, we are ready to go and can not wait for another successful year of teaching and learning.

In an effort to provide you with the most accurate and up-to-date information, as things evolve each day, I will be sharing important information below.

- **Student Pick Up/Drop-Off:** Student drop off will remain at the side door entrance at State Farm Road (horseshoe driveway). Drop-off will run from 7:35 am to 8:10 am. If you arrive after 8:10 am, you will have to escort your student to the front entrance of the school. Please do not let your child off at the curb, we ask that an adult supervise them into the vestibule of the building. Students will have their temperature checked while in your vehicle. If the student's temperature reads 100 degrees or more, you will have to pull into a designated spot. At this time the school nurse or the nurse's aide will recheck the temperature. If your student has a temperature of 100 degrees or more, you will be asked to take your child home. If the temperature is below 100 degrees, your student can enter the school. We anticipate that more families will be driving their students to school. In an effort to minimize traffic, please do not arrive earlier than 7:35 am, and remain in your car as the Primary School staff will assist your student with their belongings. Student pick-up will begin at 2:10 pm. As in year's past, this will take place at the front entrance of the Primary School. We will not be issuing "everyday" pick-up passes. If your child is an everyday pick up and will not be a bus rider, please register that information with Crystal First ([cfirst@ichabodcrane.org](mailto:cfirst@ichabodcrane.org)). For students who are picked up "on occasion", please utilize the google form titled, "PS Parent Pick-Up" form located on our website. Please note that you must submit this form by 12 noon on the day of the pick up. We will no longer be accepting paper notes for student pick ups. Please be sure to bring your license when you come to sign your student out for school. Since our bus dismissal will be taking place at approximately 2:28 pm, it is imperative that you park in the designated spots and not in the bus lined spots. If you have not left the campus and the buses are starting to line up for dismissal, please utilize the sidewalk and do not walk in between the buses.
- **Attendance:** If your student will be absent from school, we are no longer accepting paper notes. Please call the main office or send an email to [PSOffice@ichabodcrane.org](mailto:PSOffice@ichabodcrane.org). Notes should include students full name, teacher, date and reason for absence.

- **Supply lists:** K-3 supply lists are on the district website. Please note that supply lists are per grade level, not individual classrooms. Unfortunately, we will not be having our annual "Supply Drop-Off" days. With our "soft" opening schedule, students can bring their supplies in over the course of three days.
- Each school year we kick off the opening with a **Unity Parade**. Again, I apologize, but we are unable to conduct the parade. However, we are thinking about other fun, creative ways to express unity since we believe there is no better time than now for us to be united!
- **Mask Lanyards:** I am excited to announce that we did purchase lanyards for all the students at the Primary School. Of the concerns that we heard with wearing the masks was how will the students handle taking the mask on and off, and do it properly. Hopefully they will be delivered during the first few days of school.
- **Birthday cupcakes/snacks:** In an effort to minimize exposure to all students, as well as a recommendation from the Department of Health and our Health/Safety Committee; we will not be allowing students to bring in cupcakes, snacks, or any sharable item. Teachers and staff will be thinking of other ways to recognize your child's birthday. Any ideas are welcome!
- **Lunch:** All students will be eating lunch within their classrooms. As in years past, all students can buy or bring their own lunch to school.
- **Flying Deer/Local Libraries:** Flying Deer will be working with all our students this year! This is great news. We understand and agree that it is imperative that the students have as much time outside as possible. A complete schedule of days and times are still being worked out. I wanted to share this news as I know many of the students will be excited to participate.
- **Open House:** We will be hosting a "virtual" Open House this year. More information will be coming soon.
- **Kindergarten Quest:** We will not be having a live Kindergarten Quest this year, but we will be sharing a virtual version in the upcoming weeks.
- **Full Remote Learning:** In the event we need to transition to a fully remote model, a more structured schedule will be implemented. Attendance will be mandatory and monitored. A copy of the Full Remote Schedule is within the district's reopening plan which is located on the district's website. Information related to retrieving a device, if needed, will also be coming soon. Due to the overwhelmingly positive response to the use of Seesaw, we will be continuing with that platform. As you

know, Seesaw provides instructional videos and activities. Google Meet will also, again, be utilized. This forum allows for a live interaction with the teacher and peers.

- **Mask and Social Distancing Protocol:** These documents are located on the district's website. Please be sure and review these with your student and be sure and reach out to the Primary School if you have any questions and/or need clarification.
- **"Soft" Reopening Plan:** Please review the revised school calendar on the district's website. Students in K and Second Grade will attend school on Sept. 9th, 10th and 11th. They will not have school on Sept. 14th, 15th and 16th. They will report to school on Sept. 17th for the 2020-21 school year. Students in First and Third Grade will not have school on Sept. 9th, 10th and 11th. They will report to school on Sept. 14th for the 2020-21 school year.
- **Requested Remote Learners:** If you have requested for your child to participate in remote learning, this program will begin on Sept. 14th. The attachment describes specific details for this program.
- **Parent/Guardian Emails:** Whether we were ready or not, COVID definitely kicked us further into the age of technology. Thank you to everyone who has emailed me personally to let me know that they did not receive a specific correspondence. It is imperative that you check your email, your spam folder and view our website frequently, as updates are happening fast and often. Please let us know if your email has been changed so we can update our information.
- **Teacher Assignment:** I want to apologize for having placed the teacher's name on the end of the year report card. At the time, we believed that we would be returning in the fall without all the current adjustments. Please know that there are many aspects that go into generating a class list. This year we had many more added on. I can say that whatever teacher your child is assigned to is a top educator who loves and cares for her students.

Your child's teacher for the 2020-21 school year: \_\_\_\_\_

As always, our teachers and staff are ready and excited to meet new Lil Riders and say hello to our returning Lil Riders. Interacting and teaching our students is the reason why we became educators and we can't wait to be able to do that again!

Enjoy the remainder of the summer!

Best, Andrea Williams