



Bradford Heights Elementary School

Welcome Information for Families

August 2021

Dear Bradford Heights Families,

In preparation for our 2021-2022 school year, we have created this quick reference document for BH families. This document contains information about arrival and dismissal procedures, what to do before coming to school, what students should bring to school, and information about lunch/recess. This is a lot of information, but all of it is important.

Please review the information carefully and feel free to reach out with questions.
Can't wait to see the kids again!

Sincerely,
Mrs. Shipe
ishipe@dasd.org

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Before Coming to School

- Be sure to complete a daily home screening before coming to school each day, which includes a temperature check for your child/children.
- Health & Safety Checklist - ask before your child attends school:
 - Have any of the following symptoms been present during the past 24 hours? If so, further medical evaluation might be needed.

1 or more symptoms	OR	2 or more symptoms								
Cough		OR	Fever (<100.4 oral or equivalent)							
Shortness of breath			OR	Chills						
Difficulty breathing				OR	Headache					
New loss of smell					OR	Sore Throat				
New loss of taste						OR	Nausea or vomiting			
							OR	Diarrhea		
								OR	Fatigue	
									OR	Congestion/runny nose

If your child has symptoms from the above checklist or has had an exposure to COVID, please contact our school nurse, Lisa Montemuro (lmontemuro@dasd.org), for return to school guidance.

Face Masks

- **Students are required to wear a mask while in school. Masks are required on school transportation.**
- Students will be given mask breaks throughout the day.
- Students who present a doctor's note indicating that they cannot wear a mask due to a medical condition will use a face shield and/or Plexiglas barrier. If a student does not have one, we are able to provide them here at school. **All doctor's notes for students who are not able to wear a mask need to be sent to Mrs. Shipe ASAP – prior to your child's first day.**

Attendance / Late Arrivals / Early Dismissals

- When arriving late to school, all students must be signed in at our main office.
- Parents should provide an excuse note via email to BH_Attendance@dasd.org
- When departing early from school, all students must be signed out at our main office.
- We no longer use paper notes to share dismissal plans or changes.
- All dismissal updates or changes need to be submitted through PickUp Patrol.
- Changes to the typical dismissal routine must be submitted to PickUp Patrol by 2:00 pm.

Family Vacation / Request for Leave

- If your family is planning to take a vacation, you must fill out a request for leave form. Forms are found on the district website: <https://www.dasd.org/Page/1663>. Leave forms need to be submitted at least three days in advance of any trips.
- Trips taken during the school year require approval from Mrs. Shipe.

Student Drop-Off

Student drop-off will take place at the playground entrance. **Please make sure all students are ready to exit the car upon arrival.**

- Students being driven to school will be dropped off at the playground entrance.
- When dropping off, drivers should enter the side parking lot and follow the parking lot around until near the playground entrance. There will be three cones set up on the sidewalk – line your car up with the next available cone.
- A staff member will be at the playground entrance to greet the kids.
- Students may be dropped off between 8:30 am and 8:50 am.
- Students will get out of their cars with a mask on and walk to the Garden Doors where they will enter the building and walk to their homeroom classroom.
- Our staff is able to assist students as they exit the vehicle. **Parents should remain in their cars throughout this process.**

Student Pick-Up

To ensure that our pick up process is fast and smooth, we will have TWO dismissal waves: Grades k-2 and their older siblings will dismiss in the first wave, Grades 3-5 will dismiss in the second wave. **Please arrive at the time indicated so that we can do our best to make this a smooth process.**

Please remain in your cars, keep moving, and follow directions given by the staff members on duty. Student pick-up will take place at the playground entrance.

- **First wave dismissal will begin at 3:30pm for students in grades K-2 and their older siblings.**
- **Second wave dismissal will begin at 3:40pm for students in grades 3-5. Parents should arrive at 3:40.**
- When picking-up, drivers should enter the side parking lot and follow the parking lot around to the playground entrance. There will be three cones set up on the sidewalk – line your car up with the next available cone.
- Display the school-issued sign with student name/s in the windshield.
- A staff member will be outside to track the students' names.
- Students will be dismissed from their homeroom, exit the Garden Doors, and walk directly to the playground entrance to get into their cars
- Staff members will guide students to their cars.

- Once students are safely in the cars, parents should exit the parking lot.
- Parents should remain in their cars throughout this process.
 - Drivers who forgot their sign may pick up their child from the line IF they called the school office ahead of time. Drivers may be asked to show their driver's license.
 - If you need a sign for your car, please contact the main office.
 - If you did not call ahead of time to pick up your child, please park and go to the office where he/she will be called to meet you. The school **MUST** know ahead of time that you are picking up your child for us to have him/her ready for pick up.

Protocol for Student Illness - What happens when my child is sick?

Outside of School Hours

When a child exhibits any of the following symptoms, **he/she should be kept at home.**

Some general guidelines **for Fevers:**

- A child running a fever of 100 degrees or higher should stay home.
- A child running a fever of 99+ degrees may have trouble keeping up with normal activities and may well become sick before the day is over.
- A child with a low-grade fever (99+ degrees) combined with other symptoms and discomfort should stay home.
- The rule of thumb is: “Fever free for 24 hours without medication”

Other reasons to keep a child home:

- Severe OR persistent coughing
- Very congested
- Very runny nose
- Unexplained rash
- Contagious disease/infection
- Contagious skin disorder
- Head Lice

Please alert staff if your child has been exposed to chicken pox, head lice, or any other communicable diseases. Children with communicable diseases will be excluded from school. Please be reminded that school health services do not include medical diagnoses. A private physician must make these.

During School Hours

- The nurse will assess the student's medical condition.
- Parent/Guardian will be notified.
- Parent/Guardian will pick-up and sign their child out from the office.

If it should become necessary to contact you about your child, the procedure is to contact in the order specified in the online registration. *Please remember to update your work, cell, or home phone number in case of changes. Also, make sure you add an alternate person to be called in case you cannot be reached.*

What to Bring to School

- Multiple masks - one to wear in the building and another one or two in bags just in case.
- A refillable water bottle - all water fountains are closed, but we have two refillable water stations. As other liquids stain and are challenging to clean, we are asking that students have water for use in the classroom.
- **iPad/Chromebook and charger → Make sure the iPad/Chromebook is fully charged before coming to school.**
- School supplies as directed by the teacher.
- Lunch: Parents / Guardians need to pre-order a box lunch or send students in with a packed lunch each day. Aramark student lunches are still free, but require an online order by midnight the night before service.
 - Visit the Aramark site to pre-order lunch: <https://www.dasd.org/Page/9418>
- Appropriate attire for outdoor recess (jacket, hat, gloves); we will go outside as much as possible.

Dropping off /Picking up Items

- When dropping off items, please be sure they are marked with the student's first and last name, grade, and teacher.
- Please leave the items on the table in the vestibule.
- When picking up items, please check the table in the vestibule.

Breakfast

- Breakfast will be FREE again for the 21-22 school year! Each student is eligible for a free breakfast and free lunch during each school day, due to a USDA waiver that allows this capability for the upcoming school year.
- Breakfast does not require a pre-order.
- Students may enter the cafeteria starting at 8:30 a.m. Students will be encouraged to finish eating and get to their classrooms by 8:50 a.m. Cost for the breakfast is typically \$1.25; however, it will continue to be free this school year for all students.

Lunch

- Lunch meals will be FREE again for the 21-22 school year! Each student is eligible for a free breakfast and free lunch during each school day, due to a USDA waiver that allows this capability for the upcoming school year.
- Students will be assigned a class table for lunch where they will sit every day.
- All seats/tables will be cleaned between lunches.
- Parents / Guardians need to pre-order a box lunch or send students in with a packed lunch each day. Aramark student lunches are still free, but require an online order by midnight the night before service. This pre-ordering software is only for Elementary lunches; we will not be offering a pre-order for breakfast at this time.
 - Visit the Aramark site to pre-order lunch: <https://www.dasd.org/Page/9418>
 - **Important note:** After you select your menu items and click “Place Order”, it takes you back to PaySchools Central is to finalize the order. The order is placed **after** you scroll down and select “Continue” on Payschools Central. You know the order has been successfully placed when you receive a confirmation email!
 - Walkthrough video on how to pre-order:
<https://www.youtube.com/watch?v=vgdaPUZ5Oho>
- Questions Related to Food Service: FoodServiceInformation@dasd.org
- If students have a packed lunch, please pack items that are easy for students to open for themselves to help us maintain our safety protocols.

Recess

- Students will go outdoors for recess whenever possible. Make sure your child has a jacket, hat, gloves, etc as our goal is to get outside daily.
- Students will be encouraged to maintain physical distance away from others.

What Will a Typical Day Look Like?

SCHOOL DAY SCHEDULE

8:30 am – 8:50 am	Student Arrival
8:50 am	Official Start of School Day
11:45 am	Dismissal for AM Kindergarten
12:35 pm	Official Start for PM Kindergarten
3:30 pm	Dismissal for All Students

- Students will enter the building and go straight to their classrooms.
- Students who want breakfast can go straight to the cafeteria (free for all students).
- Students will remain in their classrooms for instruction.
- Specific class schedules are shared by teachers. Students will travel to specials.
- Students will travel on the right side of all hallways and staircases.
- Students in grades 4 and 5 may switch classrooms for instruction.
- Full Day Kindergarten and students in grades 1-4 will attend lunch in the cafeteria. Students in grade 5 will have lunch in their classroom due to spacing concerns in the cafeteria.
- Students will have lunch in the cafeteria and recess outside unless there is extreme weather.
- At the conclusion of the day, students will be dismissed from their classrooms.