

HARDING ELEMENTARY, A COMMUNITY SCHOOL

IMPORTANT INFORMATION FOR FAMILIES REGARDING RETURN TO IN-PERSON INSTRUCTION

SCHOOL STARTS AT: 8:00 AM

SCHOOL ENDS AT: 2:00 PM

MORNING DROP OFF: **CAR RIDERS:** PARKING LOT DOORS ON WEST SIDE OF BUILDING

BUS RIDERS: DOORS FACING LINCOLN AVENUE

AFTERNOON PICK UP: **CAR RIDERS** WILL EXIT OUT OF GRADE LEVEL DOORS. THEY ARE LABELED ABOVE OR NEXT TO THE DOOR WITH THE NUMBER.

DAY CARE/BUS RIDERS WILL EXIT OUT ASSIGNED DOORS TOWARD THEIR TRANSPORTATION ON LINCOLN AVENUE ONCE AN ANNOUNCEMENT HAS BEEN MADE THAT IT HAS ARRIVED.

ENTER OUR BUILDING AT: ALL VISITORS SHOULD ENTER THROUGH THE PARKING LOT DOORS ON THE WEST SIDE OF THE BUILDING.

QUESTIONS, CALL: 814-874-6550

VISITORS



- Only essential visitors will be permitted in the school. When they buzz for entrance, a staff member will meet them at the lobby door to take their temperature. If it is above 100.4, they may not enter.
- They will be required to sign a document indicating they do not have any symptoms of COVID-19.

FACE COVERINGS



- Masks, Face Coverings or Shields must be worn properly by all individuals who enter the building. Mouth and nose must be covered.
- Masks do not have to be worn while eating or drinking.
- Teachers will provide mask breaks for students.
- Masks must be worn when walking through the school, on the school bus and in all common areas.

HAND WASHING



- All staff and students will sanitize hands when entering a room, after using the restroom and before and after eating.

ARRIVAL



- School starts at 8:00 AM. This is the time that we can begin admitting students into the building.
- Stencils have been painted on the sidewalks so students know where to stand outside, socially distanced, prior to entering the school at 8:00 AM. Please practice social distancing at all times as the dragon paw stencils may be covered with snow.
- Only two points of entry are to be used at arrival. Students arriving by bus will enter through the doors facing Lincoln Avenue. Students arriving by car or walking will enter through the doors facing the parking lot on the west side of the building.
- When dropping off by car, enter the parking lot from Kahkwa Blvd, pull up to the curb, let your child out and exit the parking lot onto Woodland Ave. If you wish to wait with your child prior to 8:00 AM, please park in the lot to avoid congestion.
- Parents may not enter the school with their child, due to current health and safety guidelines.
- Beginning at 8:00 AM, staff will take temperatures of students at both entrances.
- Any student with a temperature above 100.4 will be directed to the nurses' station for parent pick-up.
- Students in Autistic Support classes will be met at their buses and use the Grade 1 entrance facing Lincoln Avenue.
- Please make sure your child knows their grade and teacher's name. During the first few weeks, teachers will come to the lobby to pick up their students and walk them to class. Once students know their way to class, they will walk directly to their classrooms, staying on the green line on the right side of the hall.

DRESS CODE



- Erie's Public Schools has relaxed the dress code for the 2020-2021 school year, eliminating the requirement for uniforms. Students may still wear uniforms, but also may wear other school-appropriate clothing. The full dress code policy can be viewed at <https://www.eriesd.org/dresscode>.

CLASSROOM ARRIVAL



- Students will report directly to their classroom when entering the school.
- Students will use hand sanitizer every time they enter a classroom.
- Belongings will be stored in an assigned locker or cubby.
- Bring only necessary items to school.
- Breakfast is served in the classroom. Garbage should be placed in the hallway trash can for pick-up when done.

RECESS



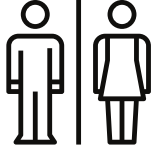
- If weather permits, teachers may take their students outside for recess. They may also walk around the block.
- No playground equipment will be used.
- No equipment may be shared.
- Recess can be in the classroom if the weather is inclement. Only individual games or activities may be played.

SAFETY PROCEDURES



- In the hallways, walk on green line and stay to right side of hall.
- Follow social distancing guidelines.
- Practice proper hand-washing and sanitizing procedures.
- Refrain from touching nose and face.
- No materials may be shared.
- Morning Announcements will remind students and staff of the safety expectations.
- Communication with Harding families regarding COVID-19 related information will take place using the Harding website, the Harding Facebook page, and the One Call system.

RESTROOM PROCEDURES



- Each classroom has been assigned two restroom breaks each day. The teacher will take the class as a group. It is understood that there will be other times when students need to immediately use the restroom. They may go to the nearest restroom but must exercise social distancing.
- The custodial staff will clean restrooms throughout the day and sanitize other high-traffic areas every two hours.

WATER



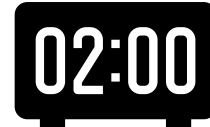
- Each student will be given a water bottle to fill at the water filling station during class restroom breaks.
- Bottles will be rinsed and stored in a designated area of each classroom prior to leaving each day.

LUNCH



- Pre-K will have lunches delivered to their classroom.
- All other classrooms will walk to the cafeteria at their assigned times to retrieve their lunches.
- All students will eat lunch in the classroom.
- Teachers will supervise lunch time.
- Teachers may take their students outside for lunch if weather permits.
- A can outside will be used to deposit garbage if eating outside.
- Garbage will be placed in the hallway for pick-up when eating inside the classroom.
- Cafeteria staff will wash student desks after eating lunch.

DISMISSAL



- Walkers and car riders will be dismissed from their grade level doors at 2:00 PM.
- Please familiarize yourself with the grade level doors if you are picking up your child after school.
- Daycare and bus riders will be dismissed to assigned exit doors once they hear over the announcements that their transportation has arrived.
- Transportation safety expectations will be taught by Administration to those students riding the bus. Students will sit in their assigned seats and masks will be worn for the duration of the ride.
- Those students not picked up by 2:10 PM will be brought to the Lincoln Ave. side to enter the auditorium. Upon pick-up, the parent/guardian will provide their name and the pick-up time will be recorded.