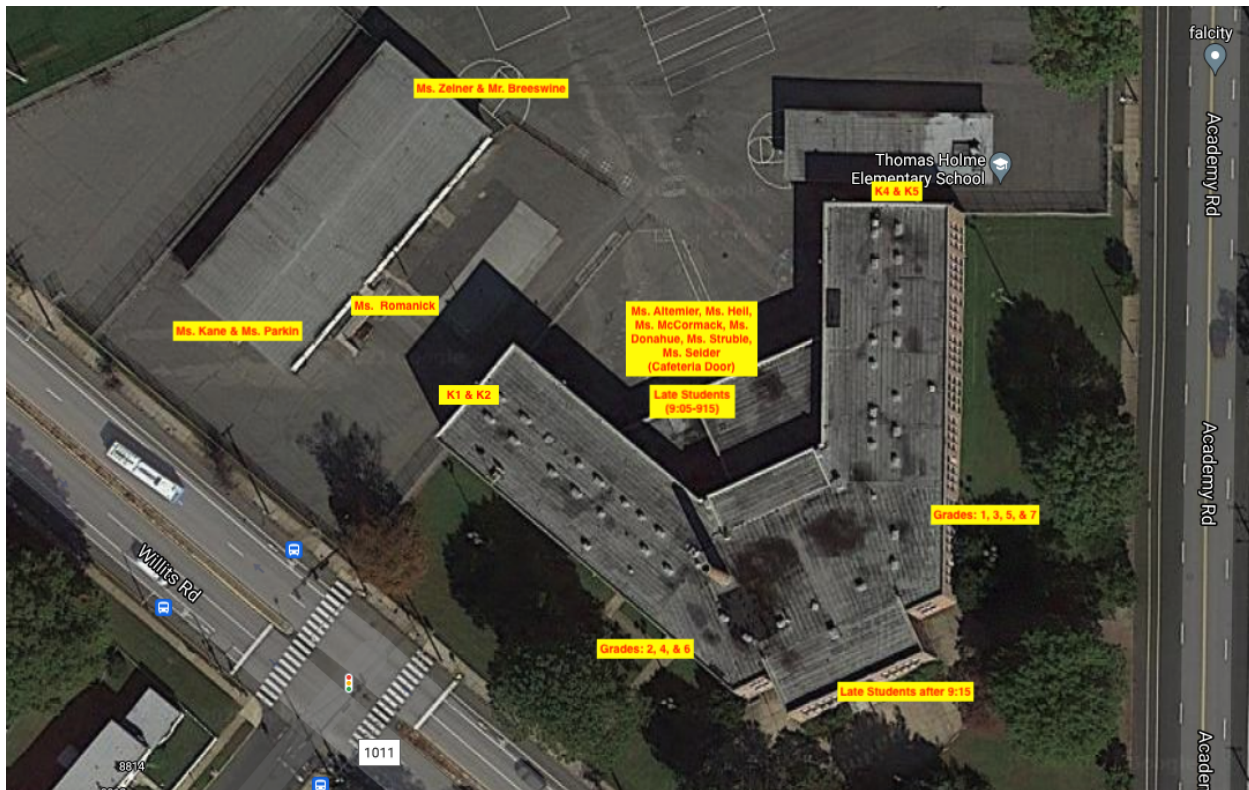


Thomas Holme Entering/Exiting Procedures

While there are a variety of emotions swirling around our return to the building for in-person learning we must all push past them to concentrate on making sure we are all following the established safety procedures and protocols. To this end, we will start with how we enter and dismiss from the building.

Let's start from the beginning. Before leaving your home you should assess your child(ren)'s health for any Covid-like symptoms (runny nose, fever, cough, ect.) If your child is not feeling well, please do not send them to school.



Bus Riders

Students riding SDOP transportation will exit the bus and be directed to the cafeteria door (Door #9). Once inside, students will be directed to the correct stairwell to proceed to their classrooms. The Office of Transportation will share your pick-up/drop-off information in a separate communication.

Kindergarten

Kindergarten will enter the building at 8:50. Rooms 1 and 2 will enter door #6 on the Willits side of the building in the school yard. Rooms 4 and 5 will enter through door #5 on the Academy side of the building in the school yard. Please be mindful that school buses will be in the yard therefore; PARENTS MUST NOT DRIVE VEHICLES INTO THE YARD OR BLOCK THE GATE ENTRANCE.

Grades 1-7

All 1st-7th grade students should arrive no earlier than 8:50 AM when the doors will open to admit students. Grades 2,4, and 6 students will enter door #2 on the Willits Road side of the building and be guided to social distance outside their classrooms by staff inside the building until 9:00 AM when their teacher will direct them into the classroom. Grades 1,3,5, and 7 students will enter door #4 on the Academy Road side of the building and be directed to social distance outside their classrooms by staff inside the building until 9:00 AM when their teacher will direct them into the classroom. Students in classes of Ms. Altemier, Ms. Heil, Ms. McCormack, Ms. Donahue, Ms. Struble and Ms. Sieder will enter through the Cafeteria door #9.

Breakfast

As students enter the building, they are welcome to grab a breakfast from the table to eat in the classroom.

Head Start

Doors will open at 9:00 AM. Head Start students will be signed-in at the door and taken inside by staff.

NO ADULTS WILL BE ALLOWED TO ENTER EITHER BUILDING.



Mr. Breeswine and Ms. Zelner will use the parking lot entrance. Students will need to maintain social distancing while in the school yard and when entering the building.



Ms. Romanik will use the center Head Start doors. Students will need to maintain social distancing while in the school yard and when entering the building.



Ms. Parkin and Ms. Kane will use the door facing Willits Road. Students will need to maintain social distancing while in the school yard and when entering the building.



Kindergarten students in Rooms 1 and 2 will enter through the Kindergarten door in the yard on the Willits Road side of the building. Students will need to maintain social distancing while in the school yard and when entering the building.



Kindergarten students in Rooms 4 and 5 will enter through the Kindergarten door in the yard on the Academy side of the building. Students will need to maintain social distancing while in the school yard and when entering the building.



1,3,5,7 grade students will enter the building using the entrance on the Academy Road side of the building. They will need to maintain social distancing while entering the building.



2,4,6 grade students will enter the building using the entrance on the Willits Road side of the building. They will need to maintain social distancing while entering the building.

Late Arrivals

Students arriving between 9:05-9:15 AM will need to enter at the blue cafeteria door #9 where they will be signed-in and directed by school personnel to their classrooms. Students arriving after 9:15 AM will enter through the main entrance. They will be allowed to enter one at a time so that social distancing can be maintained.

Head Start students arriving after 9:00 AM will need to call the phone number provided by their teacher to arrange admittance. Do not go to the main building for admittance as you will be directed to make the necessary phone call.

Dismissal

Head Start students will dismiss through the doors they entered through.

Kindergarten students will be dismissed from the doors they entered.

Rooms 1 and 2 parents will enter door 6 and exit door #1.

Rooms 4 and 5 parents will enter door 5 and exit door #3.

Grades 1-7 will dismiss through the same doors that they entered.

Grades 1,3,5,7 will exit through door #4.

Grades 2,4,6 will exit through door #2.

We **HIGHLY** discourage early dismissals but if one is needed, Head Start families will call the classroom teacher directly using the provided phone numbers.

K-7 parents will need to call the main office at least 15 minutes prior to the needed dismissal time. When parents arrive they will need to show ID, sign the early dismissal log and wait outside for the student to be escorted to them. **There will not be early dismissal after 3:00 pm.**