**Kirtland Elementary**

 **Re-entry plan**

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| **Arrival Procedures** |
| **8:15 DPC (Special Ed Preschool) Morning Arrival at School (Drop off by Portables)****11:30 DPC (Special Ed Preschool) Afternoon Arrival at School (Drop off by Portables)****Priority** – * Enforcement of social distancing and mask wearing for arriving students.
* Completed COVID-19 Screen before coming to school.
* All students and adults must be wearing a mask that covers the nose and mouth upon arriving at school.
* Please practice with your child what it looks like to be 6 feet behind another person and please practice having your child wear a mask.
* Staff members will be present at 8:15 to greet your child at the gate by the portables and assist with taking them off the bus and guide your child to line up with their class in their designated spot. A staff member will be ensuring all students' social distance.
* If you drive/walk your child to school, please say good-bye as you encounter the first Kirtland staff member at the Gate by the portables and allow your child to walk the remainder of the way up to the building with a staff member.
* The playground is closed to ALL students in the morning.
* Parents/family members will not be allowed in classrooms.

**8:15-8:25 PreK Arrival at School (Drop off by front office parking in front of school)****Priority** – * Enforcement of social distancing and mask wearing for arriving students.
* Completed COVID-19 Screen before coming to school.
* All students and adults must be wearing a mask that covers the nose and mouth upon arriving at school.
* Please practice with your child what it looks like to be 6 feet behind another person and please practice having your child wear a mask.
* Staff members will be present at 8:15 to greet your child at your car and guide your child to line up in their designated spot. A staff member will be ensuring all students' social distance.
* If you walk your child to school, please say good-bye as you encounter the first Kirtland staff member at the Gate on Gibson and allow your child to walk the remainder of the way up to the building.
* Staff will direct students where to stand while they are waiting to enter the building. (Please note, your child should not arrive at school prior to 8:15am unless registered and attending the before school program).
* Students attending the before school program will be escorted to their classroom to line up by a before school program staff member.
* The playground is closed to ALL students in the morning.
* Parents/family members will not be allowed in classrooms.

**8:20-8:30 – K-5th Arrival at School (In designated drop off lane)****Priority** – * Enforcement of social distancing and mask wearing for arriving students.
* Completed COVID-19 Screen before coming to school.
* All students and adults must be wearing a mask that covers the nose and mouth upon arriving at school.
* Please practice with your child what it looks like to be 6 feet behind another person and practice wearing a mask.
* Staff members will be present at 8:20 to greet your child at your car and guide your child to line up on their classroom line. A staff member will be ensuring all students' social distance.
* If you walk your child to school, please say good-bye as you encounter the first Kirtland staff member at the gate on Gibson and allow your child to walk the remainder of the way up to the building with the staff member.
* Teachers will pick up their classes from the assigned line up spot outside at the first bell.
* Please note, your child should not arrive at school prior to 8:20am unless registered and attending the before school program
* Students attending the before school program will be escorted to their classroom line by a before school program staff member.
* The playground is closed to ALL students in the morning.
* Parents/family members will not be allowed in classrooms.
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| **Student Entry** |
| **8:15 or 11:30 DPC (Special Ed Preschool) Student Entry into the building****8:25 PreK Student Entry into the building****8:35- K-5th Student Entry into the building****Priority** – * Students will enter the assigned classroom door and sanitize his/her hands upon entering.
* Students will go directly to his/her classroom while remaining socially distanced from others. All hallways will have visual markers indicating being 6 feet apart and will be monitored by school staff.
* Classroom teacher will take the temperature of students as needed throughout the day.
* Any child with a fever of 100.4 or higher or COVID-19 symptoms (Please see Covid Daily Questionnaire) will be escorted to an alternative “Care Room” by the school nurse or health assistant and the parent will be called by the school nurse/health assistant to pick his/her child up immediately.

**After 8:35– ALL students enter through Front Office Door****Priority** – * Student temperature checked by staff member and receive tardy from office staff.
* Only one adult per child will be allowed in the front office at a time and must stand on visual markers that are 6 feet apart. With the max of two being in the office at one time.
* Student will be escorted straight to his/her classroom by a staff member.
* Tardy slip will be given to classroom teacher
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| **Dismissal Procedures** |
| **Staggered Dismissal** **1st Dismissal – 10:45 am or 2:00pm (DPC/Special Ed Preschool)** **Priority** – **Dismissal of DPC students/bus riders** * An adult will escort DPC students to the gate.
* Students will remain 6 feet apart from others and go straight to their bus or vehicle.
* Students will sit in their assigned seat one student per seat unless otherwise advised by bus company.
* Family members will put their child in their car.

**2nd Dismissal – 2:25pm (PreK)****Priority** – **Dismissal of PreK students** **(front office parking in front of school)*** An adult will escort PreK students to designated pick up area.
* Family members will stay with their vehicle and line up and each child will be escorted to the family vehicle. Family members will meet staff member at their vehicle and place their child in their vehicle. Students will remain 6 feet apart from others and go straight to their vehicle.
* Afterschool program staff will collect students that are registered for afterschool program and escort them to the program.

**3rd Dismissal – 2:50-3:00 (K-5)****Priority** –**Dismissal of Grades (K-5)*** A bell will ring at 2:50 indicating students (K-5) will be dismissed.
* Teachers will lead their classrooms to their assigned line up spot outside ensuring students are walking directly out of the building remaining 6 feet apart as much as possible.
* Families will need to have their students name card on their dashboard of their vehicle.
* A staff member will escort Students to his/her pick up vehicle.
* Students walking home with other students or walking with a parent will have a predetermined meeting spot on the inside of the gate at Gibson. A staff member will watch students cross over the pedestrian bridge.
* Staff members will monitor traffic flow outside to ensure students are meeting siblings and/or parents and leave school promptly.
* Students attending the after school program or clubs will be picked up from their classroom line by afterschool staff or club staff and escorted directly to the afterschool program or after school clubs.
* Students who are not picked up by 3:00PM will be escorted to the front office and family members/emergency contacts will be contacted. If no contact is made APS Police will be called.
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