



GREENWICH PUBLIC SCHOOLS

HAMILTON AVENUE SCHOOL A STEAM Magnet

Ms. Shanta M. Smith
Principal

Ms. Trudi Durrell
Assistant Principal

September 4, 2020



Hamilton Avenue School
A STEAM Magnet

Greetings Hamilton Avenue STEAM Magnet School Families,

I look forward to returning to school to see your wonderful children and our amazing staff. There are quite a few changes that have occurred over the summer as a result of the pandemic. Masks must be worn by students and staff during the school day. Please attend our virtual back to school meetings with your child's classroom teacher to hear more details about how the school year will occur. **The first day of school is September 9th.**

Due to our field project we will not be able to have the parade of learners, as a result we are asking our parents to drop off our students using a ***staggered arrival and dismissal*** process throughout the school year to support social distancing efforts and to help alleviate the traffic. Parents with students whose last names begin with **A-LEG** please arrive between **7:55-8:05**. Parents with students whose last names begin with **LEH-Z** please arrive between **8:05-8:15**.

For dismissal, Parents with students whose last names begin with **A-LEG** please arrive between **2:35-2:45**. Parents with students whose last names begin with **LEH-Z** please arrive between **2:45-2:55**. Please do not arrive earlier than this time because we dismiss preschool students at 2:30 pm. If you are driving to the school to pick your child up please remain in the car and have a sign located on the inside passenger side of your windshield that shows the last name of your child. If you are walking to school to pick up your child we have a new pick up location. You will pick your child up from the old school entrance on Hamilton Avenue by lining the sidewalk on Hamilton Avenue closest to the back lot across from the Greenwich hospital thrift shop. Signs will be posted. Strict social distancing must be adhered to while you are waiting to pick up your child. With continued collective commitment from our parents to support the administrative team and teaching staff, we will work diligently to meet your child's needs during this unprecedented time. Please read this letter carefully especially the section for arrival and dismissal because there are important changes that have been made to entrances and exits. I look forward to seeing you on the first day of school: **September 9th.**

Mark your Calendars

Hamilton Avenue School Back to School video that includes changes and updates for Hamilton Avenue School families and students will be released on September 4th through Parent Link. It will also be posted on our website.



Virtual Meet and Greet with the Teacher for Students in Grades 1-5: September 8th from 2:00-3:00 P.M.

VIRTUAL “MEET and GREET” for all students and parents in grades 1-5. Please log onto the Google Meets invitation that will be sent to you by your child’s classroom teacher.

First Day of School: September 9, 2020 Staggered First Day of School Entry

Due to the fact that the field will be closed off and social distancing requirements, we will be unable to host the parade of learners. We are asking parents to abide by the following staggered entry times 1-2 students please arrive between 7:55-8:05. Students in grades 3-5 please arrive between 8:05-8:15. On the first day of school only, Kindergarten students will arrive an hour later at 9:15 am. Should you have difficulty adhering to the 9:15 am start time, please contact Principal Smith. When the first and second grade students arrive on the first day of school they will be directed inside of the building by staff members and they will walk to their classroom teachers who will be in the cafetorium. The third to fifth grade students will walk to their classrooms. Staff will be stationed throughout the hallway to assist students if they need help finding their classrooms. Parents will not be permitted to enter the building due to social distancing requirements. If you drive your child to school, they will enter through the parking lot entrance during the designated time. To ease congestion, please arrive during the designated time. If your child walks to school they will enter through the gates closest to the main office and the preschool playground on St. Roch Avenue. Should you have any questions regarding the first day of school and the staggered arrival, please do not hesitate to contact Principal Smith, shanta_smith@greenwich.k12.ct.us

Hamilton Avenue (Hamilton AM) Program will not occur this year to support social distancing in the school environment.

ADDITIONAL INFORMATION:

DROP-OFF AND PICK UP REMINDERS

Please review the aforementioned **NEW STAGGERED ARRIVAL AND DISMISSAL** process. The changes will enhance our learning community and support our efforts to maintain an orderly and safe arrival and dismissal process. We look forward to your strong support of our changes and we appreciate your assistance in following the procedures throughout the year to enhance school safety and security.

Parking

Please note that vehicles are not allowed to park or drive through the bus circle on St. Roch’s Avenue. Additionally, vehicles should never pass a stopped school bus with the stop sign out. This indicates that the bus is either loading or unloading children and it is **against the law to pass the bus. There is no parking allowed in the Fire Lane at any time.**

Drop-Off in the Parking Lot

For the safety of your child, please **do not** drop off your child and leave him/her unattended. All vehicles must follow the lane closest to the curb. Proceed slowly and continue to pull all the way forward until you are directed to stop by the school’s “Designated Personnel” (dedicated staff members) or if traffic is stopped immediately in front of you.

* Students may **EXIT ONLY FROM THE CURBSIDE OF THE VEHICLE** and only from the inside lane along the curb. Students are NEVER to exit a vehicle from the driver’s side into traffic.



* PARENTS/CAREGIVERS ARE TO REMAIN IN THE CAR AT ALL TIMES. Students will exit the car. Designated Personnel will be stationed along the parking lot to offer assistance as needed.

* Parents/Caregivers are requested to follow the directions of all Designated Personnel at all times and to use the drop-off lane as directed. Double parking is not allowed. Parents will not be permitted to enter the building due to social distancing requirements.

* Please do not use cell phones when you are in the drop-off line.

Placards for Parents Picking Up in the Parking Lot

If you decide to drive through the parking lot to pick up your child, please use the placards with your family name that will be sent home with students on the first day of school. Please check your child's backpack for the placard. Contact the school office if you misplace or need additional placards.

PARENTS/CAREGIVERS WALKING TO PICK UP STUDENTS IN GRADES K-5 CONVENE ON HAMILTON AVENUE ON THE SIDEWALK NEAR THE LOADING DOCK

Beginning at 2:35 p.m. parents/caregivers will wait for their children to be released to them by the shed following the procedures set forth below:

* Designated Personnel will stand at the cones.

* A parent/caregiver must walk to the Designated Personnel and provide the name of the child to the staff member.

* Designated Personnel will then call the student from the waiting area and he/she will meet his/her parent/caregiver by the cones.

* If the Designated Personnel does not recognize the parent/caregiver picking up, he/she will follow school protocols to confirm that such caregiver is authorized to pick-up the student in question. The parent/caregiver WILL be required to provide valid I.D. for the release of the student if we are unfamiliar with them.

Dismissal Changes

If you change your child's regular dismissal plans, please email your child's teacher the day before. If you need an emergency change of dismissal please contact the main office before 1:00 pm. **No changes to your child's dismissal plan will be made after 1:00 p.m. for safety reasons.**

QUESTIONS

Please contact Bernadette DiSanto should you have any questions or concerns regarding the pick-up or drop-off procedures at Hamilton Avenue STEAM Magnet School.

REMINDER: Food and Birthday Celebration Procedure

A child's birthday can be a very special day, at home and at school. Given the increasing number of children who have food allergies, dietary restrictions, custom or religious affiliation, food at birthday celebrations is not permitted. At Hamilton Avenue School we celebrate birthdays by announcing the birthday during the morning announcements.

IMPORTANT INFORMATION

Masks must be worn by students and staff during the school day. The start time for school is 8:15 a.m. and students will be marked tardy any time after 8:15 a.m. **Instruction begins promptly at 8:15 a.m.** Please be sure to have your



student here on time as it will enable him/her the best opportunity for a successful day. If your child arrives after 8:25 a.m. please walk your child to the main entrance on St. Roch Avenue near the preschool playground entrance.

Enclosed you will find your child's class list and an Emergency Information Form. It is critical that this form is completed and sent back to school as soon as possible. It enables us to reach any parent in the event of an emergency. Please check out our school website for updated information and all

forms: <https://www.greenwickschools.org/hamilton-avenue-school/about-hamilton/back-to-school-information>

Forms listed below must be completed and returned to the school no later than Friday, September 11, 2020. You may complete the emergency information and the student dismissal information form online by clicking on the hyperlinks below.

- [Emergency Information Form](#)
- Authorization for Medical Care
- Acceptable Use and Internet Safety Agreement
- GPS Publicity Release Form
- [Student Dismissal Information Form](#) – this remains in effect until the office is otherwise notified in writing of a change through email

Now is a great time to prepare your child for the beginning of the school year. Starting today, try an earlier bedtime. Please ensure that you help your child to practice wearing their masks and using social distancing. We recognize that this transition can be challenging and we are here to support you and your child. On behalf of the Hamilton Avenue School faculty and staff, we look forward to collaborating with you. We look forward to seeing you during our first to fifth grade virtual class visitation sessions on Google Meets, where you can meet your child's teacher online and you can see the classroom virtually on September 8th at 2:00 p.m. Classroom teachers will send out the Google Meets invitations to you soon.

The First Day of School is September 9th.

Best wishes for a wonderful school year!

In partnership,

Shanta M. Smith

Principal, Hamilton Avenue STEAM Magnet School