



Dear Parents,

Welcome back for the 2021-2022 school year! In spite of the fact that we are beginning this year under circumstances that we'd hoped would be behind us, the teachers returned to school yesterday with their typical enthusiasm and positivity that are the heart of our wonderful Lower School. The email sent by Mr. Milford earlier today contained important information. If you have not read it carefully, please make sure you do so as there is an important action item included. This email will give you more detailed information about our policies and procedures for the 2021-2022 school year.

Class Placement

Tomorrow morning, you will be able to log in to your FACTS family portal to view your child's homeroom placement for the upcoming school year. If you haven't had an opportunity to set up your account, you will need to do so in order to access your child's information. Setup information can be found on our webpage, at <https://www.maclay.org/familyportal> .

Visitors and Volunteers*

Until further notice, parents, other visitors, and volunteers may only enter the Pre-Kindergarten and Lower School buildings (with the exception of the front office) with prior approval from the Director of Lower School and by appointment. This includes morning drop-off and afternoon pick-up. Appointments will be scheduled for before or after school when students are not in the building.

We want to provide every opportunity for parents to engage and connect with the school community in these unusual times. For that reason, we have been brainstorming ways to ensure that all parents have an opportunity to volunteer their time and talents. Please look for communication from your child's teacher regarding sign-up opportunities.

Quick Links

You can find quick links to the 2021-22 Handbook, dress code, school supplies, summer work, etc. at www.maclay.org/LSLinks . Summer math work was intended to be done throughout the summer in an effort to keep skills sharp and reinforce concepts learned during the previous school year. Summer math work does not need to be submitted to your child's teacher. Summer reading requirements vary by grade level. As a reminder, students in 2nd - 5th grade will submit an assignment during the first week of school, as detailed on the webpage.

Orientation

PreK and kindergarten: Individual appointments scheduled with teacher (pre-registered) on Friday, 8/6 and Monday, 8/9

Monday, August 9th

12:00pm-12:30pm 1st-5th grade new families in Langford Hall

12:30pm-1:00pm New student Meet the Teacher in-person, LS classrooms

2:00pm-2:30 Returning students Meet the Teacher *This event is geared to students. LS Back to School night for parents is on 9/9 from 6:30-7:30pm.*

Virtual only – Homeroom teachers will send a Zoom link on Wednesday, 8/4

The first day of school is Wednesday, August 11, 2021.

School Day

Pre-Kindergarten: 8:00 a.m. -12:00 p.m., Monday – Friday. Stay and Play will dismiss at 2:30 on Monday, Tuesday, Thursday, Friday and 1:30 on Wednesday.

Kindergarten – 5th Grade: 8:15 a.m. to 2:45 p.m. on Monday, Tuesday, Thursday, Friday and from 8:15 – 1:45 PM on Wednesday.

Arrival*

Pre-Kindergarten: Pre-K students may be dropped off at the Pre-K entrance between 8:00 and 8:30 a.m. Parents/guardians should unbuckle students, and then Pre-K faculty will assist students out of cars and guide them inside their classrooms

- Kindergarten – 5th Grades: Morning drop-off occurs between 7:45 and 8:15.
- Students arriving between 7:45 and 8:00 should be dropped off in front of the Dining Hall where they will remain with other members of their cohorts until being walked to their classroom at 8:00.
- Students arriving between 8:00 and 8:15 should be dropped off in front of Lower School. They will report directly to their classroom.
- Students arriving after 8:15 must be signed in at the front office by a parent/guardian. *It is important that students arrive in a timely manner. Please allow time for students to put their things away and be in their classrooms ready for instruction to begin at 8:15.*

Dismissal

We have staggered dismissal times to reduce traffic density and facilitate efficiency and safety.

- Pre-Kindergarten students should be picked up in front of the PK building, 12:00 - 12:10 or 2:30 -2:50 (Wednesday 1:30 -1:50).
- K – 5th Grades: Students must be picked up in front of the Lower School between 2:45 and 3:10 (Wednesday 1:45 – 2:10). To ensure an efficient and timely dismissal, your pick-up number must be CLEARLY DISPLAYED while in the dismissal line (it is easiest for us to see numbers that are hung from the rear-view mirror). These numbers will be mailed home this week. **Due to the transition to FACTS, all families will have a new pick-up number this year.** Students not picked up by the end of dismissal will automatically be sent to the Kids Club program, and a fee will be charged. Families who have children in both lower and middle school are strongly encouraged to pick up their lower school student after 3:00 so that they can transition directly to the middle school pick-up area.

Early Bird, After School, and Enrichment

More information, including hours, registration, and fees, is available on our webpage at <https://www.maclay.org/KidsClub> . We are excited to offer expanded opportunities in academics, arts, athletics, and iTHINK through our new Level Up enrichment program (signup link will be live tomorrow, 8/4).

Snack and Lunch

- All Lower School students will eat snack and lunch outdoors, except in the event of severe weather.
- Students should bring a reusable water bottle (daily), labeled with child's name. The drinking fountains will not be in use. However, students will be able to use the bottle filling stations on our water fountains. Water bottles should be washed/disinfected at home each evening.
- Lower school students will be able to purchase lunch in the dining hall and will not be pre-ordering on Marauder Meals. Kindergarten through second grade homeroom teachers will be sending more information on lunch tickets (enabling parents to choose what their children purchase each day). Students will line up outside of the dining hall and pick-up their lunches three at a time so that they are not crowded indoors. All students MUST be masked when purchasing a lunch.
- Students may bring lunch in a container of your choosing. Please be sure to disinfect these containers each night. Students will NOT have the use of a microwave at lunch, so please do not pack any items that need to be heated.
- All students should pack a snack each day.

Fieldtrips*

Until further notice, Lower School students will only participate in virtual field trips.

Communicating with Teachers

During the school day, teachers are primarily focused on teaching, learning, planning, and preparation. If you need to communicate with your child's teacher/s, please do so via email. Your child's teacher/s will respond via email or a phone call within twenty-four hours. Teachers are prohibited from using text messaging on their personal devices to communicate with parents/guardians. We understand that this may pose a minor inconvenience; however, this measure has been implemented to provide for the safety and security of all students. Teachers often do not have time to check email during the school day. If your communication needs to be viewed or responded to within the same school day, please call the Front Office (850-893-2138) in addition to sending an email.

Important Contact Information

Bentley Harris, Director of Lower School, bharris@maclay.org

Karilyn Stefan, Lower School Dean, kstefan@maclay.org

Stacey Houston, PreK Director, LS Dean of Student Life, shouston@maclay.org

Jeff Van Syckle, Guidance, jvansyckle@maclay.org

Lauren Holland, Technology, lholland@maclay.org

Brooke Bridges, PreK Kids Club, bbridges@maclay.org

Lee Williams, K-5 Kids Club, lwilliams@maclay.org

* We are looking forward to changing these policies as soon as we possibly can. They will remain in place until all students in our division have had an opportunity to be fully vaccinated and when local data dictates that it is safe to do so.

Please reach out with any questions or if I can help clarify any of the information provided. We are excited to welcome students back on campus in (as my children say).... EIGHT MORE SLEEPS!!!

Yours in Maclay,

Bentley Harris
Director of Lower School



MACLAY.ORG • 850-893-2138
3737 North Meridian Rd. | Tallahassee, FL 32312