

Frank I. Brown Elementary School
37 Highland Avenue
South Portland, ME 04106

Alexis Jones, Principal
Email Address: jonesal@spsdme.org

Telephone 207-799-5196
FAX 207-767-7742

August 25, 2021

Dear Brown School Families,

It's almost time! The Brown School staff officially starts the school year today with four filled days of professional development and planning. It's only a matter of time before Brown School is officially ready to open its doors! In the meantime, please complete the [Brown School Transportation Survey](#) to indicate your child's dismissal plan for the 2021-2022 school year if you haven't done so already, and review the following updates and reminders. While many of the procedures are similar to last year, please read them carefully so that we can ensure a safe and smooth transition to and from school.

Prior to leaving for school each day, ALL students and staff must review the [Pre-Screening Tool](#). If they answer "yes" to any of the questions, the student should stay home and a parent/guardian should contact Nurse Mary by calling the office.

Arrival- Bus Students

All students must be wearing a mask to board the bus. Students arriving by bus will be greeted by an adult, receive a squirt of hand sanitizer, and enter through the front entrance. Staff will remind the students to keep a 3 foot distance from others when entering the building. The students will head straight to their classrooms. Since a handful of teachers changed rooms over the summer, additional staff will be outside on the first few days to guide students to their classes.

Arrival- Parent Drop Off

Students may be dropped off by their parents using the car drop-off loop on the side of the building between 8:45-9:05 a.m. If your child cannot exit the car independently or if the loop is full, please park in one of the two adjacent parking lots and walk your child to the entrance. An adult will be outside to greet the students, provide them with hand sanitizer, and direct them into the school using the side entrance. Students must be wearing a mask before entering the school building.

Arrival- Walkers

Students walking to school will be greeted by the staff, given hand sanitizer, and directed into the building.

Please see the attached arrival visual [here](#) for either your own reference or to review the arrival procedure with your child.

Under no circumstances are students to arrive at school before 8:45 a.m. Students must remain in cars until the 8:45 a.m. bell. There is also no access to the playground before school.

Late Arrivals

Students arriving after 9:05 a.m. will need to be escorted by an adult to the front entrance. Parents may use the button to the left of the door to alert the office of the student's arrival.

Dismissal

Dismissal will be from 2:55-3:05 p.m. daily. If you pick up your child, please read through this section thoroughly. Also, **being on time each day is critical to making this plan work.**

- At 2:55 p.m., students whose parents indicated a 2:55 p.m. pick up time on the [transportation survey](#) will be dismissed.
- Kindergarten students will be released to guardians directly from the kindergarten classrooms behind the building. Please park your car in one of the parking lots and walk behind the building to pick up your child.
- 1st and 2nd grade students will be released to guardians at the side door by the car loop. The 1st and 2nd grade students need to be signed out by a parent or guardian. **Therefore, adults picking up 1st and 2nd grade students at 2:55 p.m. must park in one of the parking lots and walk over to the side entrance. You cannot use the car loop.** If someone other than a parent or legal guardian is picking up the student, then the office needs to be notified at the beginning of the school day.
- 3rd, 4th, and 5th grade students being picked up will be released out the back door and will walk around to the parking lot to meet their parents.
- At 3:05 p.m., walkers and students whose parents indicated a 3:05 p.m. pick up time on the [transportation survey](#) will be dismissed.
 - Kindergarten will be dismissed in the same process stated above.
 - 1st and 2nd grade students will be dismissed out the side door by their classroom teacher.
 - 3rd, 4th, and 5th grade walkers/bike riders and students who are being picked will be dismissed using the same process listed above.
- Students riding buses and aftercare vans will be dismissed out the front entrance as the buses arrive.

Traffic Reminders

- Parents are asked to stay in their vehicle while in the car loop. The only exception to this is if you have to quickly buckle your child who may not be able to buckle independently.
- To ensure everyone's safety, vehicles are prohibited from passing while in the loop and parking lots.
- The loop in front of the school is for buses and aftercare vans only. Please do not use this loop during arrival and dismissal times.

Construction Update

As you all are aware, there is a significant amount of construction taking place on Highland and in front of Brown Elementary. While the car/bus loops and parking lots will be accessible at all times, please plan for Highland Ave. to remain closed to westbound traffic into the fall. In addition, if your child walks to/from school please help them to determine a route that is both efficient and safe. Information and updates regarding the streetscape improvements project can be found [here](#).

THANK YOU so much for your attention to this information and help with executing the procedures effectively. As always, please email me at jonesal@spsdme.org if you have any questions. I can not wait to see you all again soon.

Sincerely,



Alexis Jones