

## Elementary School Announcements August 2020

- Classroom teachers emailed parents on Monday, August 24 to let them know they are their child's classroom teacher. Please contact the Elementary School office at [dantry@southfayette.org](mailto:dantry@southfayette.org) or [djmaitland@southfayette.org](mailto:djmaitland@southfayette.org) if you did not receive an email from your child's classroom teacher. They will be able to tell you your child's teacher.
- 'Meet the Teacher' will be virtual this year. Your child's classroom teacher will email a video to your family with important information about the classroom. The video will be emailed to parents on Thursday, August 27 at 4:30 p.m.
- Student Material Pickup
  - Parents will pull up to the ES curb in front of the building, and we will collect your child's iPad document envelope. A staff member will then retrieve your child's school materials and iPad (K, first grade, & new students).
  - Cyber Academy Students - Friday, August 28 (8:00 a.m. – 4:00 p.m.)
  - Hybrid Group 2 - Monday, August 31 (8:00 a.m. – 4:00 p.m.) (Parents will pick up the materials needed for Wednesday, September 2. All other materials will be in the classroom for Thursday, September 3.)
  - Hybrid Group 1 – The students will receive their materials in their classroom on September 2
- The first day of school is:
  - Wednesday, September 2 for Hybrid Group 1
  - Thursday, September 3 for Hybrid Group 2
- The Elementary School day starts at 9:00 AM and ends at 3:23 PM. If you are picking up your child after school, please make sure you either send a note to school with your child or email your child's teacher and Diana Maitland at [djmaitland@southfayette.org](mailto:djmaitland@southfayette.org). **You will also need to bring your driver's license to sign your child out. Your driver's license must be available for ID when a child is being picked up from school or anytime you need to enter the building.** Sign out for student pick up starts at 3:15 PM, and you will enter Door B3 by the Discovery Garden. Pick up students are dismissed at 3:23 PM. Bus dismissal begins at 3:25 PM. Sign out for student pick up for AM kindergarten students is in the front entrance. AM kindergarten students will be brought to the front entrance at 11:45 a.m. AM Kindergarten buses are dismissed at 11:45 a.m.
- We will have staff ready to help children find their classroom during the first week of school and longer if needed. Students will go straight to their classroom during the pandemic instead of waiting in the foyer. Please reassure your child(ren) that there will be adults ready to help them when they arrive at school.
- Please place a name tag on your child with their name and their teacher's name for their first day of school so we can help your child find their classroom.
- Busing information was already mailed to parents. If you have questions regarding your child's busing information, you can call or email Brandon Soubie if you have questions.

Brandon Soubie can be reached at 412-221-4542 ext. 452 or [bdsubie@southfayette.org](mailto:bdsubie@southfayette.org).

- Hybrid students will receive a green bus tag with their school materials (hybrid group 2 students during school material pickup and hybrid group 1 students on their first day of school). Please complete this green tag and attach to your child's backpack. It should contain the following information (you can use both sides): child's first and last name, parent's phone number, teacher's name, bus # and address where your child will be dropped off after school if riding a bus or note 'parent pick up.'
- We emailed a Transportation Google Form to all hybrid parents to ensure we have your child's correct dismissal information.
- Buses may run late the first week of school. Please be patient with us as dismissal is slower the first week to ensure students are on the correct bus.
- It is important to communicate with us if your child's end of day schedule changes. Please send a note or email Diana Maitland at [djmaitland@southfayette.org](mailto:djmaitland@southfayette.org). We are unable to change a student's dismissal routine without notification from the parent.
- Our buses do not have room for extra students, so students will only be allowed to ride their assigned bus. You will need to provide your own transportation for play dates.
- **It is important for parents to communicate with their students about their end of day dismissal routine.** Always inform us in writing or email if there is going to be an unexpected change to your child's end of day dismissal schedule during the school year by emailing Diana Maitland before 9:30 AM at [djmaitland@southfayette.org](mailto:djmaitland@southfayette.org).
- If you choose to do morning student drop-off, we have two locations this year. **To keep the line moving, please do not get out of your car. For safety reasons, your child should exit your car next to the sidewalk.** If your child needs your assistance, you will need to park in the front parking lot and walk your child into the building. Parking in the drop off lane is not permitted at any time. Morning drop-off is from 8:30 – 9:00 a.m.
  - Circular drive Door D1- Use this drop-off location if you are coming from the Forest Ridge neighborhood direction on Old Oakdale Road (coming from the south).
  - Kindergarten exit Door B1 - Use this drop-off location if you are coming from Battleridge Road and by the Middle School (coming from the north).
- Vehicles are not allowed to be driven through the bus lane in front of the elementary school between the following hours: 8:15 – 9:15 a.m., 11:30 a.m. – 1:00 p.m., and 3:00 – 4:00 p.m. You will need to drive through the front parking lot during these posted times.
- Recess – We will send four classrooms per grade level outside for recess and students will be assigned to one of four areas on the playground. This will ensure the students stay with the students in their classroom. Because we can't guarantee the children will stay 6 feet away from each other, we will require students to wear a face covering on the playground.
- Masks – Students will be required to wear face coverings on the bus and while at school. Teachers will implement 10-minute mask breaks at various points during the day.
- Classroom arrangement – All students in the classroom will be seated at a desk that is 6 feet away from the other desks.

- Every child will have a cafeteria account. You can send in checks or money to be placed in your child's account or you can use "myschoolbucks" to add money to your child's account (for a small fee). It is free to check your child's lunch balance on "myschoolbucks." "Myschoolbucks" can be accessed from the district website under District Services - Food Service. Please put your child's first and last name and the reason (ex. Cafeteria or Lunch Money) on the envelope if you are sending money to school to pay on their lunch account.
- The cafeteria will only offer one lunch while the students are eating in the classroom. The monthly menu will identify the meal for the day as well as lunch and drink prices. Packers will still be able to purchase milk, water, or a juice box. If you have any questions regarding school lunches or for additional information, please visit food services on our website.
- Lunch – Students will eat lunch in the classroom. Students will also be able to remove their masks while they eat lunch. They will be seated at their desk 6 feet away from the other students.
- Throughout the year, please remember to update your contact/emergency information such as email address, cell, work, and home phone numbers. You may contact Tiffany Vetter at [tsvetter@southfayette.org](mailto:tsvetter@southfayette.org) with changes.
- If your family has an ongoing or updated custody issue, please notify the Elementary School Counselor, Molly Kuczinski, at 412-221-4542 ext. 335 or [kuczinski@southfayette.org](mailto:kuczinski@southfayette.org) to ensure that we are aware of the situation and can take appropriate actions to follow the custody order.
- If your child is out sick, you do not need to call the school and report your child absent. Our automated system will automatically call you to let you know that your child has been marked absent. However, **you will need to either send in an excuse note or email Diana Maitland at [djmaitland@southfayette.org](mailto:djmaitland@southfayette.org) or [esattendance@southfayett.org](mailto:esattendance@southfayett.org) within five days of the absence or it will be considered an unexcused (unlawful) absence.** According to building procedures, parents are referred to the local magistrate once a child has four unexcused absences.
- When sending your child to school with a note or emailing a note for any reason, always include: **date, teacher's name, child's first and last name, and parent/guardian's first and last name.**
- When sending money to school for any reason, please be sure to send in a sealed envelope and always include on the outside of the envelope your **child's first and last name, teacher's name, and reason for the money (ex: cafeteria, Holiday Mart, PTA Book Fair, etc).**
- All ES announcements can be located on the ES web page. Visit [www.southfayette.org](http://www.southfayette.org), and select the Elementary School from the drop down menu at the top. Scroll down to 'News and Announcements.'
- The monthly hybrid schedule will be located on the elementary school website.