October 20, 2020

Dear McGinn Families,

I hope this letter finds you well and ready for our next phase of learning this year at McGinn and SPF! Included here are start-of-school procedures for our hybrid model based upon current health and safety measures and what we have learned from the virtual model. Virtual learning will continue every day for some students as will learning in person.

As detailed in Dr. Mast’s letter of 10-8-20, our kindergarten and first grade classes will begin the hybrid model on October 26th. Grades 2 - 4 will begin the hybrid model on November 9th. All families who choose to remain virtual may do so.

Below is the schedule for opening our building utilizing the hybrid model in a phase-in approach for all students. School will be operating on a Single Session Day Schedule for the AM session. All students will continue to attend the PM session from home.

- K-1st Grade will begin hybrid instruction on October 26, 2020 (Blue cohort)
- 2nd-4th Grade will begin hybrid instruction on November 9, 2020 (Blue cohort)

**SCHEDULE**: The schedule for Kindergarten through Grade 4 will be:

- **BLUE Cohort**: M/T 8:25 am - 12:40 pm
- **RED Cohort**: R/F 8:25 am - 12:40 pm
- Blue and Red will alternate Wednesdays in school

**HYBRID CALENDAR**: You can view the full calendar of blue and red school days [here](#).

**COHORTS**: Your patience has been stellar as you have awaited the cohorts assignments. You will be able to check your child’s cohort in Powerschool by the end of this week.
Arrival and dismissal procedures will not look exactly as they have looked in the past. This is for the safety of all of our families, students and staff. Please adhere to the following precautions.

**ARRIVAL PROCEDURES:**

- All families MUST complete a health screening for their child through Powerschool before entering the building **every day that they come to school. Please see instructions here.**
- The COVID-19 screening MUST be completed **before 7:30 AM each day.**
- If a student arrives at school without the screening completed, they will be isolated until it is completed by a parent/guardian.
- If, after the screening questionnaire is completed, a student’s status changes, the parent should immediately notify Mrs. Ward (school nurse) before sending the child to school: Ext.14010 or via email cward@spfk12.org
- Please note the nurse may take the temperature of a student if there is a need for additional screening.
- **PLEASE NOTE, THE PARKING LOTS ARE ONLY FOR STAFF PARKING.** Parents should plan on parking on side streets and walking onto the campus following the appropriate crosswalks and parking restrictions. Please read ALL parking signs on the side streets.
- Students should arrive at school between 8:25 am and 8:35 am. Instruction begins at 8:35 am. We do not have supervision before these times. Students will be dismissed from school at 12:40 pm and should leave the school grounds immediately. The playground is not open and children are not to play on the blacktop until the district reopens these facilities.

**Upon arrival to the McGinn Campus:**

- All parents, guardians, and students must wear masks while on school property.
- Students must stay with a parent or guardian until they are permitted into the building.
- **There will be no drop-off line to begin our hybrid schedule.**
- Students are not permitted to play on the blacktop or playgrounds prior to entry into the building or following dismissal.
- Please note below, some classes have different arrival and dismissal doors.

**Arrival DOORS:** Students will arrive from the building based upon their grade level and teacher. See below for the list of entry doors.

- Kindergarten Door #20 - Mrs. George, Ms. Cecchini, Mrs. DiAndrea
Scotch Plains-Fanwood Public Schools
William J. McGinn School

- Kindergarten Door #15 - Mrs. Toriello, Ms. Fuerst
- 1st and 2nd - Doors #9 - Mrs. Bradley, Ms. Horvath, Ms. Riff, Mrs. Gregory, Mrs. Testa, Mrs. Swartz, Mrs. Lusk, Ms. Hernandez
  - PLEASE NOTE - This arrival door is different from our dismissal door for Mrs. Swartz, Mrs. Lusk and Ms. Hernandez.
- 2nd and 3rd - Door #13 - Mrs. Chernoff, Ms. Schmidt, Mrs. Marchica, Mrs. Bhatia, Ms. Eren, Ms. Pincus, Mrs. Derkack
  - PLEASE NOTE - This arrival door is different from our dismissal door for Mrs. Pincus and Mrs. Derkack.
- 4th - Door #5 - Mrs. Falzone, Ms. Urso, Mrs. Cacciatore, Mrs. Burt, and Ms. Gonzalez
  - PLEASE NOTE - This arrival door is different from our dismissal door for Mrs. Burt and Ms. Gonzalez.

**When students are in the building:**
- Students will enter their specific grade level doors and move directly to class. Staff will be available to assist.
- Students will remain in their classrooms and will be required to wear a mask throughout the day unless it will inhibit an individual's health as documented by a physician.
- Due to a single session day schedule, lunch is *not* being served at school.
- Guests will only be permitted in the building if they have a prior appointment. All efforts will be made to have meetings virtually.

**DISMISSAL PROCEDURES:**

**Dismissal DOORS:** Students will dismiss from the building based upon their grade level and teacher. See below for the list of dismissal doors. *Please note they may be different from their arrival doors.*
- Kindergarten Door #20 - Mrs. George, Ms. Cecchini, Mrs. DiAndrea
- Kindergarten Door #15 - Mrs. Toriello, Ms. Fuerst
- 1st - Doors #9 - Mrs. Bradley, Ms. Horvath, Ms. Riff, Mrs. Gregory, and Mrs. Testa
- 2nd - Door #10 - Mrs. Swartz, Mrs. Lusk, Ms. Hernandez, Mrs. Pincus and Ms. Derkack
- 3rd - Door #13 - Mrs. Chernoff, Ms. Schmidt, Mrs. Marchica, Mrs. Bhatia, and Ms. Eren
- 4th - Door #5 - Mrs. Falzone, Ms. Urso, and Mrs. Cacciatore
- 4th - Door #6 - Mrs. Burt and Ms. Gonzalez

**At Dismissal:**

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All parents, guardians, and students must wear masks at pickup.

Adults and families waiting for students must stand at least 6 feet apart.

Teachers will walk students out to a labeled (by teacher), designated area to dismiss students. Adults picking up students must spread out in this area.

Students are to be with a parent or guardian from dismissal until exiting school property. Parents/Guardians should leave school property as promptly as possible. Pickup is not a time for gathering.

Students are not permitted to play on the blacktop or playground prior to entry into the building or following dismissal.

**Arrival and Dismissal Form (please return form):**

- In order to maintain a smooth dismissal, please complete the [Arrival/Dismissal Information Form](#) and return to your child’s teacher on the first day they are in school.

- This form should include the most up to date dismissal information on your child. If your child will be attending an aftercare program (**student must be registered through that program in advance**) or taking the district bus (**student must be eligible and notified by district personnel**) please make sure you have arranged and confirmed that information with the proper personnel prior to submitting the arrival/dismissal form.

**MATERIALS/SUPPLIES:** Students will bring supplies to and from school each day. Please see below for details.

**Devices:**

- Please send devices in cases and chargers to and from school with your child every day.

- Do your best to charge your child’s device every evening, so it is fully charged for the AM session in school.

- Please send a comfortable set of headphones. These may not be used everyday, but they are helpful for certain device-based activities.

**Labeled Items:**

- Students will not share school supplies this year. Please label all items, including crayon boxes, glue sticks, etc. with your child’s name or initials.

- Please pack all of your student’s supplies in your child’s backpack each day, unless otherwise advised by your child’s teacher.

- Pack extra masks for your child to bring to school. They can be kept in a labeled ziploc baggie.
Scotch Plains-Fanwood Public Schools
William J. McGinn School

- Students should bring a water bottle. Our water fountains will be closed, but the bottle fillers will be open.
- You may also pack individual hand sanitizers for your child, but we will have hand sanitizer available in every classroom.

**Snacks**
- Parents should send in at least one, substantial **nut-free snack** that can be eaten independently. Click [here](#) for information on our safe snack procedures.

**BREAKS:**
- Students and staff must wear masks for the duration of the morning session. Staff will provide frequent breaks for students to take off their masks, and they will celebrate their mask tolerance.
- Breaks, including snack breaks, will take place outdoors whenever possible. When not possible, students will take quick turns taking off their masks at their desks or in the hallways to minimize the number of people at any one time with masks off.

**VIRTUAL LEARNING PM SESSION:**
- All students will continue to have a virtual PM learning session.
- Following the lunch/recess break from 1:00 - 2:00, students will log into their google classroom as directed by their teachers at 2:00 PM. Please note that teachers may schedule small groups during this time. Students not directly working with the teacher will be provided with assignments, screen breaks or other activities from the teacher.

**ATTENDANCE PROCEDURES:** **MGGINN SCHOOL ATTENDANCE LINE** - (908) 233-7950 ext. 1 (24 HOURS A DAY – PLEASE LEAVE A MESSAGE)

- If your child is not feeling well, please keep them home. If they are feeling well enough to participate virtually, they can do so via their school device.
- Please call the **McGinn School Attendance Line** when your child is going to be absent or tardy.
- **When a student has any of the symptoms of Covid-19 as outlined in the daily symptoms assessment form a note from a doctor is required.**
- If your child will be absent due to travel in a state on New Jersey’s “Advisory List,” please contact Mrs. Ward, our school nurse, for the process. For your information, see, [List of states on the NJ Advisory List](#).

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CLEANING/SANITATION PROCEDURES: Listed below are just some of the steps our custodial staff are implementing to enhance our cleaning and sanitizing of the building.

- All rooms with students are cleaned on a daily basis.
- The cleaning of rooms includes but is not limited to wiping down tables and chairs daily using a sanitizing cleaner.
- All rooms are sprayed daily with an electrostatic sprayer that utilizes a sanitizing solution.
- All door knobs and other touch points are cleaned frequently throughout the day using a sanitizing cleaner.
- All bathrooms are cleaned throughout the day and sanitized each night.

LUNCH: Lunch will not be served at this time for students to eat at school; nonetheless, there will be an opportunity for students to purchase take home lunches. More information will follow from the district regarding purchasing school lunches. If you are eligible for free and reduced price lunch, please review the following section:

Free and Reduced Lunch Program: Students in grades Kindergarten - 4th Grade who qualify for free and reduced price lunches will receive lunches at school before they leave.

- APPLICATIONS CAN NOW BE FOUND AND COMPLETED ON-LINE HERE and at https://www.spfk12.org/free_reduced. Please complete the application only if you are applying for free/reduced lunch.
- A new application along with income verification must be completed and submitted EACH year for eligibility. If you were eligible for Free/Reduced lunch last year, you still need to complete this year’s form. Forms must be completed ASAP.

STUDENT INSURANCE-BOLLINGER: The Board of Education has approved Student Accident Insurance for all students during school time. This premium will be paid by the Board of Education. Please review the attached pamphlet if you choose to buy additional insurance.

We are looking forward to this next phase of learning at McGinn. Thank you for your patience and cooperation every step of the way this school year.

Sincerely,

Sasha Slocum

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