

September 3, 2021

Dear Parents and Guardians,

Welcome Back In- Person to a new School year! We are all so glad to be back in the classroom with your children and look forward to a great year.

Some things have changed due to COVID protocols for this year.

1. All students, catechists, volunteers and parent **MUST** wear masks at all times when in the school building
2. For student drop-off:
  - a. Grades 1-4 – drop off at the gym entrance. When you drive in the parking lot, stay in the left lane and park in that area of the parking lot or in the side lot of the gym. Grades 1-3 will still need to be signed in and out by a parent or guardian. There will be a temperature taking station at that entrance. Please stop by and get your temperature taken and have your mask on. There will be an aide at the entrance to assist.
  - b. For Grades 5-8 – drop off at the 8<sup>th</sup> grade entrance. When you drive in the parking lot, stay in the right lane, drop off your child and continue to exit the parking lot. There will be a temperature taking station at that entrance. Please stop by and get your temperature taken and have your mask on. There will be an aide at the entrance to assist.

When classes are over, Grades 1-4 will exit by the center doors (the usual exit doors in past years) and Grades 5-8 will exit through the 8<sup>th</sup> grade doors.

3. All students upon entering the classrooms **must** hand sanitize when entering and exiting the classroom. Sanitizer will be in each entrance.
4. Please have your children use the bathroom BEFORE coming to class so we can limit the amount of time children are out of the classroom for sanitization purposes.

**IMPORTANT    IMPORTANT    IMPORTANT**

Monday classes are 6:15-7:15

Thursday classes are 5:15-6:15

**Once classes begin, the outside doors will be LOCKED. There will be NO LATE ENTRIES. If you arrive after the start of classes, you will not be allowed in the building and your child will be marked absent.** If your child needs to leave early, you will have to stop by the office and complete an early dismissal form.

Thank you for your cooperation in these new procedures and we look forward to working with you and your children to provide the best possible experience.