



Dear Parents and Caregivers,

Please read carefully, how **DAY 1** and **DAY 2** will look like upon arrival and leaving the school. Please know that staff wearing safety vests will be visible to help students as they learn the new procedures.

**DAY 1 & 3 (Mon June 1/Wed June 3)** and **DAY 2 & 4 (Tues June 2 and Thurs June 4)**

**Arrival:**

**Kindergarten (Mon/Wed)** – All kindergarten students have their first name on the wall on the left side of the school building. They can put their backpack below their name and then go left around the building to play in the primary field until the bell rings. No students are to enter the building before the bell.

There are 2 kindergarten doors. At the bell, the students line up on their “X” and enter their **ENTRY** door slowly, following the arrows until they arrive in the class. A hand sanitizer station will be at the door prior to entering the class.

**Gr. 4/5 and Gr. 5/6 (Mon/Wed) and Gr 1/2, 2/3 and 4 (Tu/Th)**

Upon arrival, the students go around the right side of the building to either the intermediate field or to be close to their class entry door. Intermediate students are encouraged to not go around the building on the left side as we are reserving this way for the kindergarten students.

When the bell rings, the students line up on an “X” outside their classroom door, which will take them into their class and a hand sanitizing station. Teachers will direct them to their desk.

**Departure:**

At the end of the day, the students will exit by their classroom doors and find their way to either their parents and caregivers or their bus lineups.

The departure will take a bit longer than usual due to physical distancing. Please be mindful of the kindergarten students as they may be waiting for a sibling to take them to the bus lineup.

During the day, students who take the bus will practice the lineup procedure with Mrs. Poole so they know where to stand for proper distancing and safety as well.

Again, please be mindful of the time it takes especially with the kindergarten students as we want to be safe! Parents are asked to refrain from entering the school at any time.

**Students will be required to sanitize their hands upon departure from the classroom and to wash their hands upon entry/re-entry into the classroom.**

We’ve got this! Stay safe!

Respectfully,

Judi Poole  
Principal  
Pinewood Elementary School