

Parent Reopening Information

School Year 2020-2021

We are looking forward to a wonderful start to the school year and understand that this is a different start for all of us. We are in this together and are very happy to have the school building filled with children, teachers, and support staff once again. Please feel free to contact the school with questions or concerns. We want to be sure all families are clear on the directions and procedural information we are sharing.

Arrival:

Arrival to Wheeler School by Bus

Buses will continue to use the bus loop which is located in front of the ‘old main entrance’ (South Wing Bus Entrance) of the building in the mornings.

- Students will disembark from their bus following social distancing guidelines (seat by seat, front to back only) and be directed by a staff member to enter the South Wing Bus Entrance.
- **All students will need to use the hands-free sanitizing stations as they enter the building.**
 - PreK- K students will disembark off the bus with a staff member and walk to the Art Room Door Entrance. Students will remain with a staff member while they enter the building, use the hands-free sanitizing station, and then are walked to their classrooms.
 - Grades 1-2 will enter the South Wing Bus Entrance, use the hands-free sanitizing station, and turn right to proceed down the South Wing towards their classrooms. Staff members will be stationed in the hallway to guide students as needed.
 - Grades 3-5 will enter the South Wing Bus Entrance, use the hands-free sanitizing station, and then walk down the West Wing towards their classroom. Staff members will be stationed in the hallway to guide students as needed.
 - Students coming off the bus who eat breakfast in the morning will enter through the South Wing Bus Entrance, use the hands-free sanitizing station, turn left and proceed to the cafeteria. A staff member in the cafeteria will provide direction for hand sanitizing prior to directing students where to sit for distance assigned seating.

Arrival to Wheeler School as a Parent Drop Off

Parents who drive their student(s) to school have **three** options for morning drop off.

- The first option is to **park on Wheeler Lane**:
 - Parents/Caregivers should park along Wheeler Lane and walk their child(ren) to the East Wing K-2 Playground Ramp. Here they will be greeted by a staff member. Upon entering the school, students will be expected to use the hands-free sanitizing station before walking to their classroom following the arrows on the floor.
- The second option is **parking on Trumbull Avenue**:
 - Parents/Caregivers should park on Trumbull Avenue along the right hand side **ONLY** with the view of the school in front. Students and Parents/Caregivers should walk along the sidewalk towards the Art Room Door Entrance. Here they will be greeted by a staff member. Upon entering the school, students will be expected to use the hands-free sanitizing station before walking to their classroom following the arrows on the floor.
- The third option is to drive into the **“new” Main Entrance**:
 - Parents/Caregivers will proceed to stay in the **lane closest to the school** for morning **drop off in front of the “NEW” main entrance** of the school.
 - **Parents** at this location for drop off **must remain in their vehicle** unless they are unable to reach around to unbuckle their child. Staff members will be on duty to greet and help students disembark from their family vehicle. Students will be directed inside the Main Entrance, use the hands-free sanitizing station before walking to their classroom following the arrows on the hallway floor.
 - **Parents** will wait for the all clear from a staff member **BEFORE** proceeding to exit the unloading area.

**** IMPORTANT:** For the safety of **ALL** students and adults, please refrain from passing **ANY** vehicle in the unloading area until a staff member has signaled to a parent/caregiver to leave.

Arrival to Wheeler School by Walking

Grades 3-5 students, whose parents have signed permission for them to walk to school, will be met by staff members on duty at one of the three entrances. Upon entering the building, students will be directed to use the hands-free sanitizing station before heading to their classroom following the arrows on the hallway floor.

- If walking from the **Wheeler Lane area**, enter through the East Wing K-2 Playground Entrance.
- If walking from the **Trumbull Avenue area**, enter through the Art Room Door Entrance.
- If walking from the **Route 10 area**, enter through the Main Entrance to the school.

- All three entrances will have staff members manning the doors every morning.

Arrival to Wheeler School by Bicycle

Grades 4-5 Students may ride their bicycle to school. However, we understand parents are working together to provide childcare during this challenging pandemic. Therefore, parents of children in grade 3 can ride their bicycle if they provide written permission to the principal.

Upon entering the school playground area students/adults riding bicycles should stop and walk their bicycles along the fence line to the K-2 playscape area. Bicycle racks will be located along the fence line.

- Students/adults riding bicycles from **Wheeler Lane area:**
 - should stop and walk their bicycles once on school property.
 - should walk their bicycles along the outside fence line of the K-2 playscape area to the designated bicycle rack area.
- Students/adults riding bicycles from the **Trumbull Avenue area:**
 - should stop and walk their bicycles once on school property.
 - must walk bicycles along the East Wing side of the building on the sidewalk, around the back side of the K-2 playscape to the designated bicycle rack area.
- **Please remember while on school property, bicycles MUST be walked.** It is strongly encouraged that all students lock their bicycles before entering the playground area and CT State Law dictates all students 12 and under must wear a helmet.

Breakfast:

Breakfast at Wheeler School

Any student is able to have breakfast in the morning. Breakfast will only be served in the cafeteria for grades K-5. PreK will have breakfast served in their classrooms.

- Students arriving to school by **bus** will be directed to enter the school through the South Wing Bus Entrance and use the hands-free sanitizing station before entering the cafeteria.
- Students arriving by walking from the **Wheeler Lane** area will enter the school through the East Wing K-2 Ramp, and use the hands-free sanitizing station before walking through the North Wing (towards the Office) and turning left down the West Wing to the cafeteria. Students will walk on the right side of the hallway using the visual arrows as a guide for social distancing. Students will enter the cafeteria through the West Wing doors
- Students arriving by walking from the **Trumbull Lane** area will enter the school through the Art Room Door entrance, and use the hands-free sanitizing station before turning left down the South Wing towards the cafeteria. Students will walk on the right side of the

hallway using the visual arrows as a guide for social distancing. Students will enter the cafeteria through the South Wing doors.

- Students arriving by parent drop off at the **Main Entrance** area will enter the school through the main door, use the hands-free sanitizing station before turning right down the West Wing towards the cafeteria. Students will walk on the right side of the hallway using the visual arrows as a guide for social distancing. Students will enter the cafeteria through the West Wing doors.

A staff member will be on duty in the morning to direct students where to sit (6 ft away from another student) and how to proceed to get their breakfast. Students will remain masked until they are sitting at their assigned table seat with food in front of them. Upon finishing eating, students will be directed to put their masks back on and use the touch free sanitizer prior to walking to their classroom. All students will walk in the hallway using the visual arrows to guide them in staying on the right side of the hallway. Monitors will be assisting students in the hallway to ensure safe travels to their classrooms.

Classroom set-up:

Classroom Set-Up at Wheeler School

- Student workspaces will be distanced as much as possible with 3-6 feet as the goal. Wording in guidelines is “up to 6ft as feasible”
- When needed, physical barriers will be placed to allow teachers to work more closely with students and also to deliver instruction to the class without wearing a mask.
- Teachers may teach without a mask provided they are more than 6ft in distance from any and all students **but are welcome to keep their mask on at all times.**
- Teachers may explore bringing smaller groups of students closer together, with masks on, for direct instruction at times during the day.

Masks:

Mask Wearing at Wheeler School and Mask Breaks

- **All will be required to wear masks at all times, except while eating, drinking, during PE, outdoor wellness and during mask breaks with effective practice of social distancing.**
- District is supplying one cloth mask for all students and staff at Wheeler with Wheeler Theme on it. We will have additional masks available for students who lose it or show up without one. They only need to be replaced if they get ruined, soiled or wet in some way.
- Teachers will be encouraged to take their students outside for play breaks, movement breaks, read alouds, and other instruction so students may use the time as a mask break.
- **If mask breaks occur outside the building, teachers will take their pump bottle of sanitizer outside with them so students can perform hand hygiene before and after handling masks and eating.**
- Grade levels should plan to provide roughly the same amount of outdoor and mask break time that is deemed developmentally appropriate for students.
- Outdoor spaces have been identified and teachers will sign up to allow for only one cohort per area at a time.
- Mask/snack breaks can occur in class when only the cohort is present (no other adults or students). Like a checker board to allow more than 6ft distance when removing masks in groups such as red group, blue group, etc.
- The district has purchased a tent that teachers will sign up to use. The tent is to provide additional outdoor learning or read aloud spaces to allow students a break from masks.

Snack/Wellness:

Snack/Wellness at Wheeler School

- Teachers may utilize their outdoor Mask/Snack/Wellness times daily. This is our first choice for students and teachers.
- **Students are encouraged to bring simple snacks involving no utensils such as a banana or small bag of goldfish.**
- In the event of inclement weather, Health and Safety Guidelines suggest that kids can remove their mask in the classroom to eat their snack provided they are 6 feet apart.
- An idea for spacing kids during a maskless snack break is structuring it like a checker board to allow more than 6ft distance when removing masks in groups such as red group, blue group, etc.
- Each classroom teacher will have their own set of recess equipment. The equipment will be sanitized between cohorts and kept outside during the day underneath classroom teacher signs on the brick wall of the east and west side of the building. They will be brought in at night by designated staff.

Sanitizing:

Sanitizing at Wheeler School

- Cleaning and sanitizing will be conducted throughout the school day in accordance with the Health and Safety Guidelines: masks, social distancing, washing hands, and regular cleaning and disinfecting of frequently touched surfaces.
- **POLICY FOR SANITIZING: Students will engage in frequent hand washing or sanitizing upon arrival, before and after meals, after playing outside, after bathroom use, after using shared surfaces or tools, after coughing or sneezing, before and after book shopping, and prior to boarding buses.**
- Students will NOT be allowed to touch cleaning supplies.
- Classroom teachers need to clean their podium, smartBoard, and desk area before specialists come in.
- Students and Teachers must use hand sanitizer or washing hands between rotating from classroom teacher to specialist
 - Teachers will be provided with a pump for teacher desks (for specialists to use too)
 - Alcohol base is for grades K-5
 - Hand washing for grades PreK-2
- Computers in classroom:
 - Teachers will use Health Code approved sanitizing wipes to clean electronic surfaces (laptops, smartBoards, etc).

- Grade 1-5 will have a chromebook which will travel from home to school each day. Students will be responsible for charging their chromebook.

Sanitizing of Wellness Bags

- **Monday:** Designated monitors take recess bags inside at 3 pm unless a teacher is outside with her class for a wellness/snack/mask break. In that case, the teacher would bring the bag into class.
- **Tuesday:** Same as Monday
- **Wednesday:** Custodial Staff will spray down bags in Classroom
- **Thursday:** Same as Monday
- **Friday:** Bags are left outside, custodial staff will sanitize and bring bags back into classrooms.
- All bags have a tag on them indicating the teacher's name.
- Specialists can leave bags outside all day long in between specials.

Specials:

Specials at Wheeler School

- Specialists will be teaching in-person.
- The rotations for specials will be done by cohorts in a 2 week rotation. Please refer to the Specialist Schedule that will be provided by the classroom teacher.
- Art, Music, and Library will be delivered in the classroom by the specialists.
- P.E. will be held in the gymnasium and outside on good weather days. Sneakers need to be worn on P.E. days.
- Music can do singing and band outside only with distance. For non-singing and band activities instruction will be provided in the classroom
- Sanitizing/schedule: End 5 min early to sanitize in class before going outside for wellness

Lunch:

Lunch at Wheeler School

- For Grades K-5, lunch will occur in the Cafeteria and the Art Room and will be 25 minutes. PreK students will have lunch in their classroom. There will be 5 minutes between lunch waves to clean. **There will be no monitor-supervised recess attached to lunchtime.**

Cafeteria:

- Gr. K-2 students will enter the cafeteria through the doors in the South Wing.

- Gr. 3-5 students will enter the cafeteria through the doors in the West Wing
 - Students will be walked by their teacher to the cafeteria.
 - Students will use the hand sanitizer found at each cafeteria door prior to walking to their assigned seat. **Students will only take off their mask when they are seated and ready to eat.**
- Students will remain at their assigned table until directed to line up on the 6 feet apart stickers to select their lunch.

Art Room:

- Students will be walked by their teacher to the art room.
- Students will use the hand sanitizer found in the Art Room prior to walking to their assigned seat.

Bathrooms:

Bathrooms at Wheeler School

Grade 3-5 Hallway Bathrooms will be supervised by a monitor.

- Multiple stall bathrooms use will be done in cohorts as much as possible.
- Bathrooms will be sanitized multiple times a day.
- Outer doors will be propped open to avoid another touch point.

PreK-Grade 2 Bathrooms are located in classrooms.

Teaching and Learning:

Teaching and Learning at Wheeler School

We expect some students to remain at home even with a full return model. Students who are in school will experience **a blended classroom**, while some students will be learning remotely for the full day. Teachers will provide students with daily mini-lessons in the 3 core areas (reading, writing, math). These lessons would be streamed live to students who are home through the use of newly purchased document/web cameras. Remote students will have the opportunity to participate fully in these synchronized classes, with two-way communication.

Reading/Writing: The Teachers College reading and writing program will be adjusted to fit the needs of both groups.

- Planning reading and writing lessons will be done with consideration of both remote and in school learners.

- The teacher will prep remote students to gather materials that are needed (notebooks, pencils, “just right” reading materials, identify a learning partner who could be a family member, stuffed toy, etc.)
- A training/info session will be provided for parents of remote learners to help them to understand their role in the reading/writing process. These will be recorded by IRTs and shared with families by classroom teachers.
- The teacher will deliver the mini lesson with both groups in mind
 - Lessons will be available in real time for remote learners, and recorded for future use (by both remote and in school learners)
 - Time will be given for all learners to engage through turn and talk, stop and jot, share your thoughts, etc.
 - The new breakout session feature may be used for remote students to speak to one another, or two-way communication between school and homes may be supported through technology.
- Follow-up instruction and/or conferring will be provided to both remote and in school students.

Math: On-line math program (Freckle) will be used extensively during the first few weeks of school to assess student skills and provide opportunities for small group instruction and practice activities.

Dismissal:

Dismissal from Wheeler School by Parent Pick-Up

All pick-up students who are in grades K through 5 will report to the gymnasium and sit by cohorts and 6 feet apart within cohorts. PreK students who have Wheeler K-5 sibling(s), will also report to the gymnasium. Please refer to PreK pick-up procedures below.

Parent Pick-Up for Driving:

- Parents will be given a color visor tag with their last name and a number that corresponds to their child or children which is located on their child’s backpack. Each family will have 2 visor tags per family and a matching backpack tag for each child.. This will make it easier for families with multiple vehicles that are used at pick-up time. PLEASE NOTE, the visor tag **MUST** be displayed each time at pick-up.

- Unlike last year, we will only have two colors for visor and backpack tags for K-5 students (Refer to PreK Pick-Up section for dismissal).
 - Families with only one child will have an **Orange** tag.
 - Families with more than one child will have a **Purple** tag
- Upon arrival into the parking lot, parents will be directed into the three lanes by a staff member.
- Once vehicles are parked in the three lanes, parents will remain in their vehicles. Staff members will radio for students who match the first two to three visor tags in each lane. Other staff members will escort students out of the gymnasium and walk them to their corresponding vehicles.
- At this time, if students need to be buckled into their car seats, parents will assume this responsibility as staff need to continue escorting students from the gymnasium to cars. Parents are welcome to exit their vehicles (as needed) when students arrive in order to secure students in car seats. **Students will only be allowed into a vehicle that matches the tag on their backpack.**
- Again, the color visor tag last name/number and student backpack tag number will always match. For families with multiple students, the color on the visor tag and the student backpack tag will be **purple** regardless of the grade level.
- When the first two to three vehicles in each row have students secured, a staff member will signal for those vehicles to exit the rows and the next vehicles in line will then move forward for boarding.

**** IMPORTANT:** For the safety of **ALL** students and adults, please refrain from passing **ANY** vehicle in the unloading area until a staff member has signaled to a parent/caregiver to leave.

Pick-Up Without Visor Tag

- For times when your child is being picked up by a parent/caregiver who does not have one of the two color visor tags assigned to your family or it is not your child's regular dismissal type, parents/caregivers have one of two options:
 1. Parents can pre-arrange giving one of their visor tags to a caregiver for that day.
 2. To avoid having multiple parents in the office at the same time, sign out will be as follows:
 - Park in the parking spots located across from the entrance near the Music Room. Please do not park past the gym as it will impede the flow of parent pick-up during dismissal.
 - Proceed along the sidewalk to the main entrance to sign your child out with the office.
 - There will be a desk with a sign out sheet at the main entrance and a pen if you need one.

- Press the buzzer, state your name and the child's name, and we will send the child out to you.
- Please wear a mask while picking up your child at the main entrance.
- If an unfamiliar caregiver comes to pick up a child we will check the authorized pick up list and ask the caregiver to come inside so we can check identification. Please use the hands-free sanitizing station in the vestibule before entering the office.

Parent Pick-Up for PreK

- PreK students will be picked up at the Art Room Door Entrance.
- Parents/Caregivers should park in the **Trumbull Avenue area** on the right side of the street **ONLY**, then walk along the sidewalk to the entrance to pick up their child(ren).

Picking up a PreK student with a Wheeler K-5 sibling:

- If you have a PreK student **AND** sibling(s), your PreK child will have a **purple** tag and be dismissed from the gymnasium along with his/her sibling(s).
- Please note, this is **ONLY** for families of PreK students that have an older Wheeler K-5 sibling(s).

Parent Pick-Up who physically walk their child(ren) home.

This is a parent option that can happen only if parents are choosing to physically walk their child(ren) home. **This dismissal option is only for parents within district approved walking distance and who intend to walk their child home.** There are no vehicles involved in this dismissal option.

Parents who walk to school to pick up their child(ren) will have their colored visor tag in hand but will not go through the outside vehicle line for picking up.

- Parents will stand outside the building near the Music Room Entrance. There are markers showing where to stand for ease of adhering to the 6 feet apart social distancing guidelines.
- Upon verifying the visor tag matching the student tag, a staff member will release the student or students to the parent in the order of parent arrival.
- Due to the need to limit the amount of people entering the school as part of the health and safety mitigating strategy, parents will not be able to enter the school building at this location to pick up their child(ren).
- If parents elect **not** to walk their child home, parents will need to reference the procedures under **Parent Pick-Up for Driving**.

- **A staff Member will supervise this line of students in the gymnasium and release students to parents ONLY if they have matching tags.**

IMPORTANT SAFETY NOTES:

- If there is a change in your child's dismissal type on a given day, PLEASE BE SURE TO call or email the office staff **no later than 1:00 pm** on that day in order to ensure this change is communicated to all involved staff.
- Parents/approved caregivers who plan to pick up their child after 3 pm refer to the **Pick-Up Without Visor Tag** section for procedure.

Dismissal From Wheeler School by Bus

Dismissal by Bus

Students will be taken to their bus by their classroom teacher. Students will use the hands-free sanitizing station prior to exiting the building and boarding their bus. Each teacher will make sure students are on their correct bus daily.

Dismissal From Wheeler School by Bicycle

Dismissal by Bike

Upon leaving the school playground area, students/adults riding bicycles should walk their bicycles along the fence line to Wheeler Lane or walk bicycles along the sidewalk to the Trumbull Avenue area. **Please remember while on school property, bicycles MUST be walked.**