



August 28, 2020

Dear SJA Families,

I'm sending some important reminders for next week. **Please review the attached re-opening plan** as there have been a few changes to arrival procedures.



Some reminders for in-person students:

- In order to enter the parking lot to drop off your student(s), **you must complete the online wellness survey for each child**
 - Survey is sent out at 5AM by text and email
 - If you do not receive it, please check your information in PowerSchool
 - Please call the school prior to 7:40AM for help
- Each student attending in-person must have the **Acknowledgement Agreement** and the **Assumption of Risk** forms signed by their parents
 - Find these forms at <https://stjoanarc.schooladminonline.com>
- If your child needs to take any medication, you may turn it into the teacher on arrival duty.
 - Medication must be in the original container
 - The medication form must be completed. (attached)
- Please clearly **label everything** your child brings in (masks, supplies, clothing, bookbags, lunch, snacks, water bottle)
- Don't forget to label your child's yoga mat (use permanent marker please)
- If you wish, you can send an individual "play packet" in for recess (chalk, beanbag for hopscotch, bubbles, small toys, etc.)
- Don't forget your water bottle!
- Students cannot share materials, food, supplies, etc. Check to make sure that students have everything needed for the day!
- Reach out to the office by phone or the teacher by email with any questions.
- Please review the attached re-opening plan as **arrival procedures** have changed due to State of Maryland requirements

Some reminders for remote students:

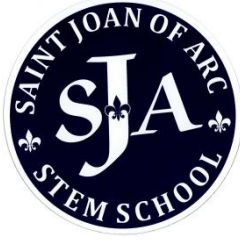
- Please log in at 8:05AM to your class for announcements
 - Teachers will take morning attendance at this time!

Due to restrictions from the State of Maryland, the **Extended Care Program will have limited space this year**. Priority will be given to children of parents who need care every day and are required to leave home for work. Attached are the registration form and the health form which must be submitted in order to secure a spot for your child. Please contact Sandra Fink for more information. sfink@stjoanarc.org

Peace and all good,

*Mrs. Ginger Bahr, Principal
St. Joan of Arc School
230 South Law Street
Aberdeen, Maryland 21001
Phone (410)272-1387
vbahr@stjoanarc.org*





***St. Joan of Arc School
Re-Opening Plan 2020-21***

Basic COVID-19 Procedures

- Anyone entering the building is required to wear a mask
- Visitors on campus will be restricted and strongly discouraged
- Deliveries will be left outside the building to be sanitized and then brought in
- Social distancing guidelines will be followed as recommended by CDC and MSDE
- Directional signage will be used throughout the buildings
 - One staircase to go up to second floor
 - One staircase to descend from second floor
- Hand sanitizer dispensers at entrance of each classroom and at main door
- Every staff member and student will complete a daily wellness survey before entering school
- PreK4 students and AM Extended Care students will follow the MSDE Office of Child Care Guidelines (temperatures will be taken by parent while being viewed and logged by a staff member)
- Isolation area will be separated by room divider on second floor landing
 - Health/safety protocols will be maintained
- There will be no extra-curricular activities for the first trimester; then re-evaluate

Arrival/Dismissal Procedures

- **Arrival Procedures**
 - A staff member will meet cars at the Plater Street entrance to the parking lot and wave them in if they have completed the daily wellness check for their student(s)
 - Turn into alley, but do not discharge students until you make a LEFT TURN into the DROP-OFF ZONE which begins at the exit of the parking lot going out to Edmund Street and ends at the Plater Street entrance.
 - PreK families will follow directions and park in a separate row to the left of the drop off zone
 - PreK parents will walk their child to the door to be met by their teacher
 - Parents will take the child's temperature with the teacher looking on
 - The teacher will enter their temperature reading into a log
 - Students will exit the vehicles on the passenger side
 - Students will proceed at a safe distance to their Grade level line and stand on a Poly spot to ensure social distancing

- The bell will ring at 8AM
 - Students in grades 5-8 enter the front doors
 - Students in grades PK4-4 enter the main (side) door
- AT NO TIME SHOULD A PARENT EXIT THE CAR IN THE DROP OFF ZONE.
- All traffic will exit the parking lot onto Edmund Street. PLEASE DO NOT PASS OTHER CARS IN THE DROP OFF ZONE AS THIS POSES A DANGER TO STUDENTS.
- Students should be dropped off between 7:50AM and 8:10AM only
- **Dismissal Procedures**
 - Vehicles are to turn right to enter the parking lot through the alley entrance on Plater Street only.
 - Vehicles will be lined up in rows beginning at the residential side of the lot. (Parents are asked not to arrive prior to 2:50PM as physical education classes are conducted on this lot.)
 - The school office will be closed from 2:45-3:15PM daily to ensure safe and timely dismissal for all students.
 - All families will receive 2 placards to be placed in the right front passenger side of the windshield of the vehicle picking up the student(s) in that family. The names on the placards of the vehicles parked in the first row will be communicated to the office by the staff member on duty, and those students will be called for dismissal.
 - Students will proceed directly to their vehicles in the first row.
 - Students will be called and proceed to the next row of waiting vehicles when it is safe to do so.
 - The rows will be dismissed through the Edmund Street exit. ALL CARS MUST EXIT WHEN DIRECTED TO DO SO. If your child is not yet in the car, you must exit the parking lot and reenter it through the Plater Street entrance.
 - Since no child may be left unattended, students not picked up 15 minutes after dismissal time will be sent to Extended Care and parents will be charged for at least one hour according to the Extended Care fees

Extended Care

- Extended care will be offered from 7-8AM and from dismissal until 6PM daily
- Extended Care will follow the Office of Child Care Procedures and Guidelines
 - Social distancing by class groups

Lunch/Recess Procedures

- Teachers will develop a schedule for bathroom, recess and lunch breaks to ensure appropriate social distancing in accordance with CDC guidelines
 - Students will be a minimum of 6 feet distance while eating lunch indoors
 - Outdoor areas will be used for lunch when possible
- Students will remain in their assigned seats
- Students will bring their own lunch and snacks; no sharing of food

Instruction

- Students will remain in their assigned seats, teachers will travel to classes
- 1-1 devices will be deployed/each student will use their own device
 - Apps and programs will be pre-loaded
 - Classroom management and filtering software will be pre-loaded
 - Students will turn in assignments online as often as possible
 - Google classroom
 - Class Dojo
- Students will use their own materials and supplies kept in a backpack/chair pocket at their assigned seat
- Student movement between classes will be limited to mitigate risk
- Cameras and soundbars will be utilized by teachers to allow synchronous instruction for students choosing remote learning
 - Students will join using Google Meet
 - Teachers will inform families of the schedule for direct instruction
- Students learning remotely will be required to wear the uniform shirt/may choose full uniform
- Attendance will be taken for all students including remote learners

Social Distancing

- Appropriate social distancing will be maintained in accordance with CDC guidelines
- Directional floor signage in hallways and staircases to promote social distancing

School Sanitization Protocols

- Jan-Pro dispensed Enviro Shield/Endure in all areas of the school on August 17, 2020
 - Individual devices were left out for treatment
- Teachers will clean high touch surfaces throughout the day and after dismissal
 - Door handles, light switches, desks/tables, chairs
- Bel Air Janitorial will clean and disinfect bathrooms, sweep and wash floors, remove all trash daily
- Classrooms have been equipped with hand sanitizers, Envirocleanse spray and wipes, extra masks

Ventilation

- Windows may be opened in each classroom
- Each room has individual filtered heat/air conditioning units
- Fans, if used will blow up

Health & Wellness

- Isolation area will be on second floor landing, separated by 7 foot tall room dividers
 - Any child displaying symptoms of illness will be isolated
 - Parents will be contacted for immediate pick up of student
 - Isolation area will be sanitized when student departs
 - Medical technician will wear appropriate personal protection
- AOB Decision Aid protocol will be followed

Personal Protection Equipment

- All teachers are provided with masks and face shields, disposable gloves, sanitizer
- Medical technician is provided with disposable gowns and gloves, N95 masks, face shields

Catholic Identity

Prayer

- Students will pray together in the beginning of each day during filmed announcements
 - Information about the Saint of the day included in morning announcements
 - Seasonal prayers will be included
- Students will pray together at the end of each day over the intercom
 - Prayers change monthly
- Weekly liturgy will be Virtual on Tuesday morning
- Deacon Ray will continue to visit Religion classes to present topics

Theme

- SJA theme “Be a Light for All to See” Matthew 5:19 will be integrated with AOB theme
 - SJA theme “Let Your Light Shine” Matthew 5:14-16
 - SJA STEM theme “STEM Brightens the Future for All”
 - Essential question: How can we use STEM skills to brighten our future?

Service

- Service projects will be identified and completed that integrate and support Parish service initiatives
- Service projects will be chosen by students in each class to align with Religion curriculum



St. Joan of Arc School
 230 S. Law St.
 Aberdeen, Maryland 21001
 410-272-1387

MEDICATION POLICY AND PERMISSION FORM

Any medication, including all over the counter medications, administered by the personnel of St. Joan of Arc School must be accompanied by written orders from a physician. The medication must be in a labeled, prescription bottle with specific instructions. At no time is a student to transport or have in his/her possession any medication.

Student's Name: _____ Birth date: _____
 Address: _____ Phone: _____
 Grade: _____ Allergies: _____

Physician's Authorization:

Medications: _____
 Dose: _____
 Time of administration: _____
 Method of administration: _____
 Duration of administration: _____
 Reason for administration: _____
 Side effects to be aware of: _____
 Any additional instructions: _____

Physician's signature: _____ Date: _____
 Phone: _____

Verbal Order: In certain instances a verbal order may be taken from a physician but this must be followed by a signed order within 48 hours.

Name of the physician: _____ Phone: _____

A verbal order was taken for the medication above by:

Signature: _____ Date: _____ Time: _____

Parent Permission:

I give my permission to the medical or other designated school personnel to administer the above medication to my child.

Parent's signature: _____ Date: _____



St. Joan of Arc School

230 South Law Street
Aberdeen, Maryland, 21001

Grounded in Faith, Focused on the Future

Phone (410)272-1387
Fax (410)272-1959
school@stjoanarc.org

EXTENDED DAY PROGRAM 2020 - 2021

The Extended Day Program is in operation on regular school days including scheduled half days and AOB Professional days as long as the 7+ attendance is reached. Parents will be billed monthly. We provide this service at a lower cost than most programs for parent convenience. The program operates under a letter of compliance from the State of Maryland and therefore meets all MSDE requirements.

***NOTE: A Registration form and Emergency Form are mandatory. These must be completed and submitted before the child is allowed to attend Extended Care. Your child cannot be admitted to Extended Care without these forms. A \$50 deposit is required for registration for any care other than Drop-In. Thank you.**

The **monthly** costs for the Extended Day Program are:

	1 Child	2 Children	3 Children
7:00-8:00AM	\$ 120.	\$ 210.	\$ 280.
3:10-4:10PM	\$ 120.	\$ 210.	\$ 280.
7:00-8:00AM and 3:10-4:10PM	\$ 185.	\$ 275.	\$ 345.
3:10-6:00PM	\$ 210.	\$ 310.	\$ 390.
Drop-in rates per hour	\$ 7.	\$ 12.	\$ 17.

EXTENDED DAY PROGRAM REGISTRATION FORM

Father/Guardian _____ Primary # _____

Address _____ Secondary # _____

e-mail address _____

Mother/Guardian _____ Primary # _____

Address _____ Secondary # _____

e-mail address _____

NAMES OF CHILDREN

GRADE IN SEPTEMBER

PLEASE INDICATE HOW YOU WILL BE USING THE EXTENDED CARE PROGRAM:

- | | | |
|--|----------------------------------|----------------------------------|
| <input type="checkbox"/> Before School Care | <input type="checkbox"/> Monthly | <input type="checkbox"/> Drop-In |
| <input type="checkbox"/> After School Care (3:10-4:10PM) | <input type="checkbox"/> Monthly | <input type="checkbox"/> Drop-In |
| <input type="checkbox"/> After School Care (3:10-6:00PM) | <input type="checkbox"/> Monthly | <input type="checkbox"/> Drop-In |

Parent Signature _____ Date _____

INSTRUCTIONS TO PARENT/GUARDIAN:

- (1) Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
- (2) If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: _____ Date of Birth: _____

Medical Condition(s): _____

Medications currently being taken by your child: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____) _____
Telephone Number