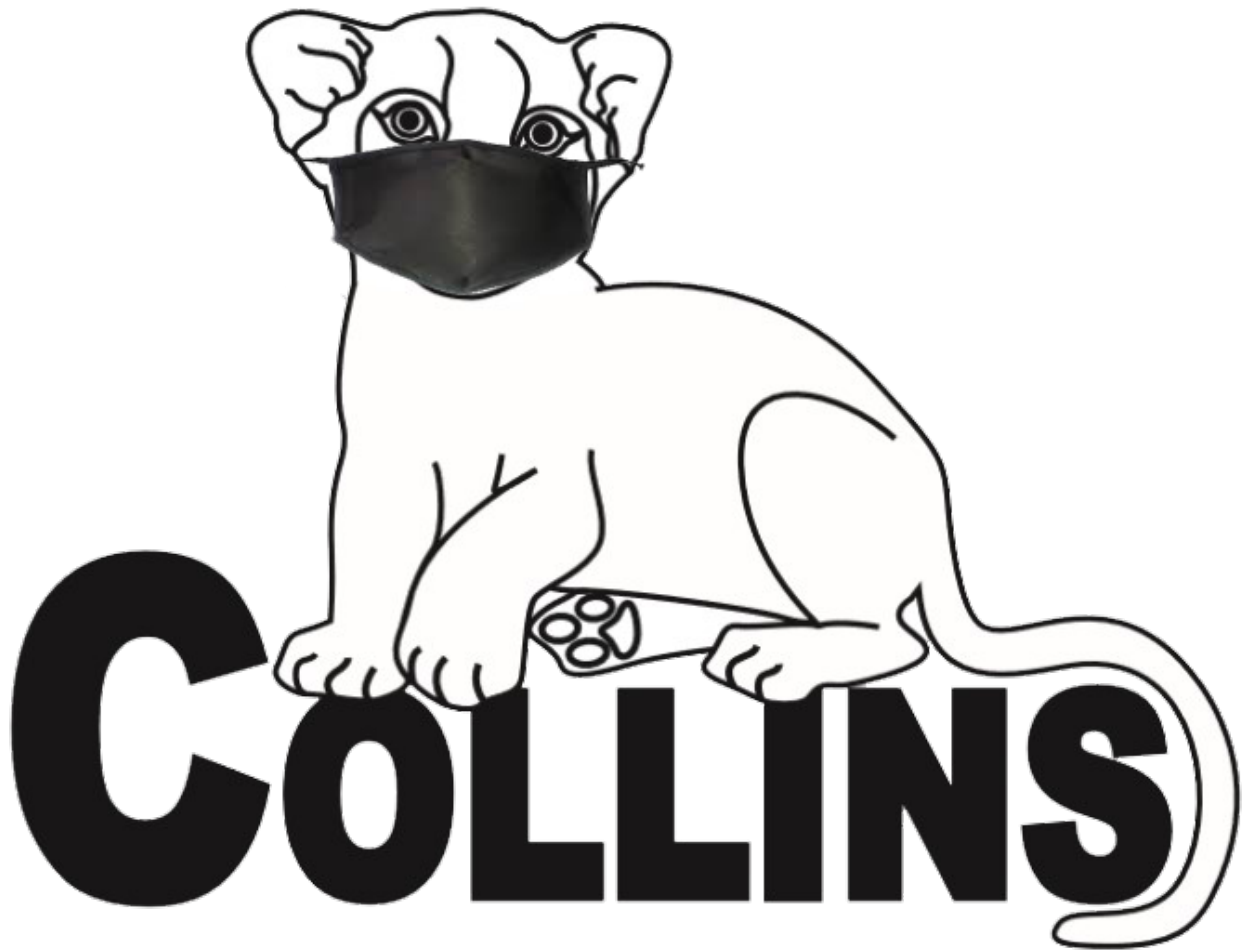


**COLLINS ELEMENTARY SCHOOL  
HYBRID GUIDELINES**



## HYBRID SCHEDULE – September -December

- You will find your child’s cohort placement in your Genesis Parent Portal.
- Your child may only attend school on their assigned cohort day.
- If you chose remote only, your child will log in each day from home.

### September/October 2020

Monday	Tuesday	Wednesday	Thursday	Friday
21 Cohort A	22 Cohort A	23 Cohort B	24 Cohort B	25 Cohort B
28 Yom Kippur School Closed	29 Cohort A	30 Cohort A	1 Cohort B	2 Cohort B
5 Cohort A	6 Cohort A	7 Cohort B	8 Cohort B	9 Cohort A
12 Cohort A	13 Cohort A	14 Cohort B	15 Cohort B	16 Cohort B
19 Cohort A	20 Cohort A	21 Cohort B	22 Cohort B	23 Cohort A
26 Cohort A	27 Cohort A	28 Cohort B	29 Cohort B	30 Cohort B

### November/December 2020

Monday	Tuesday	Wednesday	Thursday	Friday
2 Cohort A PT Conferences	3 Cohort A PT Conferences	4 Cohort B PT Conferences	5 No School	6 No School
9 Cohort A	10 Cohort A	11 Cohort B	12 Cohort B	13 Cohort B
16 Cohort A	17 Cohort A	18 Cohort B	19 Cohort B	20 Cohort A
23 Cohort A	24 Cohort B	25 All Remote	26 No School	27 No School
30 Cohort A	1 Cohort A	2 Cohort B	3 Cohort B	4 Cohort B
7 Cohort A	8 Cohort A	9 Cohort B	10 Cohort B	11 Cohort A
14 Cohort A	15 Cohort A	16 Cohort B	17 Cohort B	18 Cohort B
21 Cohort A	22 Cohort B	23 All remote	24 No School	25 No School

## **DROP OFF/ARRIVAL PROCEDURES**

\*\* Please consider walking or carpooling

There will be a screening form that all parents **MUST** fill out by 7:30 am. Children will not be admitted into school until the form is complete.

**Bus:** Students will have their temperature taken before getting on the bus and before entering the building and will use the main entrance. Forms will be verified before they get on the bus.

Please watch this video for drop off procedures – [Click Here](#)

**DROP OFF BEGINS AT 8:00am.** Please note that our front gate will not open until 8:00am. For walkers, we will not have supervision outside until 8:00. **DO NOT SEND your children to school prior to this time as they will not be permitted on school grounds.**

### **Drop off by Car:**

- All cars will have to make a right from Arlington and pull into our front circle. Please pull all the way up.



- Do not let your child out of the car until instructed by a staff member.
- Please show the staff member the green check, on your phone, indicating the Covid form has been completed. If you are unable to show the green check, we will manually verify the form has been completed.
- Once we verify the completed form the student will have their temperature taken by a staff member.
- Students will be admitted to school if temperature is below 100.4 and form is complete.
- Students will report directly to their classrooms upon entering the building.
- Students must wear their mask as soon as they exit the car.

### **Walkers:**

- Parents will have to depart at the corner and must not walk on school grounds.
- Students may not enter school grounds prior to 8:00am.
- Students will meet on the K blacktop and stop at the table.
- A staff member will verify that the Covid form was completed by parents.
- Staff will be present to take temperatures.
- Students will be admitted to school if temperature is below 100.4 and the form is complete.
- If a form is not complete, or a child has a fever, the child will be held by the outside table until a parent is reached.
- Students will enter the building from the K doors.
- Students will report directly to classrooms upon entering the building.
- Students must wear their mask upon entering school grounds.



## **ATTENDANCE**

- If it is your child's hybrid day and they will be late or absent you must call the CALL FOR SAFETY at 973-535-8000 X7102.
- If your child is virtual and will not be joining online learning. or will be late you must call the CALL FOR SAFETY at 973-535-8000 X7102.
- Any child who is not online by 8:20 will be marked tardy/absent.
- If your child is sick (on their hybrid day) but can work from home, you also must call the CALL FOR SAFETY at 973-535-8000 X7102 and your child must be logged in.
- Anytime you use the call for safety you must leave child's name, teachers name, reason for absence.

## **LATE ARRIVAL/EARLY DISMISSAL**

If your child is tardy (arrives to school after 8:20am).

- You must walk your child to the front door.
- The Covid form must be completed prior to arrival.
- Mrs. Bowman will be screening and checking the children in.
- Parents must sign their children into school.
- Any child who arrives without a parent will have to wait until a parent arrives.

If your child will have an early dismissal you must notify the office.

- Once you arrive please buzz in from the outside and notify the office and we will bring the child outside to you.



## **VISITORS**

- All doors are locked for security reasons.
- No visitors will be allowed into the school building for any reason.
- Except for medication, we will not be able to accept deliveries or drop-off materials for students.



## **DISMISSAL**

\*Once you have picked up your child please promptly exit school grounds.

\*Parents please wear masks when on school grounds

**ANY changes in dismissal must be called into the main office or emailed to [nmeehan@livingston.org](mailto:nmeehan@livingston.org) by 12:00pm each day or can not be honored.**

**973-535-8000 x8121**

**Bus:** Students will be dismissed from their classroom at 12:30 and will report directly to their bus. Subscription bussing is not available.

**YMCA Aftercare:** Students will be dismissed to the Cafeteria at 12:30.

**K-2 Grade Students** - MUST be handed off to an adult at the assigned locations. Students and families must immediately depart school grounds.



### **EXIT LOCATIONS & TIMES**

Bus/aftercare/Mrs. Bailey - Front entrance @ 12:30

K - Blacktop @ 12:35

Grade 1 - Main Entrance @ 12:35

Grades 2 - 4/5 Blacktop Door @ 12:38

Grade 3 – Front entrance @12:40

Grade 4 – 4/5 Blacktop Door @12:42

Grade 5 – Blacktop Door @12:45

## **AFTERCARE**

- **JCC** – Students attending the JCC will be dismissed with the bus students and will be brought directly outside to the JCC Bus.
- **YMCA** – If your child attends the YMCA Aftercare program they will be brought to the Cafeteria at dismissal. You child can only attend on their cohort day. All other information will be provided from the YMCA





## **BUILDING RULES**

- Masks must be worn at all times.
- Parents must provide masks for the children. We ask that a backup mask is packed in their backpack.
- Parents are to wear masks whenever they are on school grounds.
- Dogs are not permitted on school grounds.
- Water Fountains are turned off and cannot be used.

## **HALLWAY RULES**

- There are decals placed every 6 feet to allow for social distancing when children are lined up in the hallway.
- At no point during the school day should students use the hallways for any other reason than to move to and from the restroom/nurse/services.
- Students will be excused from class individually to use the restroom. Teachers will only allow one student to leave class at time. In the event of an emergency, students will be permitted to use the restroom in the nurse's office.



## **BATHROOM VISITS**

- Each class will only send one child to the restroom at once.
- Each child must be signed in and out when they leave and return from the bathroom.
- The bathroom monitor will make sure only one child enters the bathroom at once.
- Children will wait (socially distanced) for the bathroom and will be asked to sanitize their hands before and after they use the bathroom.
- Students are to go directly to the bathroom and back to their class. They may not walk or roam the hallways.
- Bathrooms will be cleaned every hour.

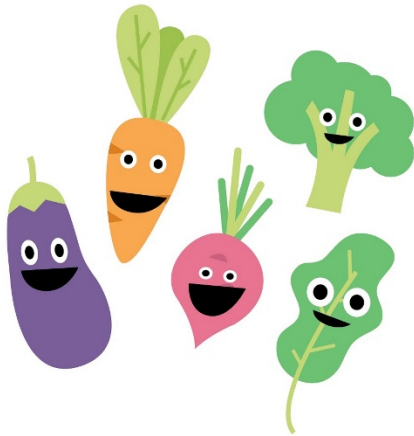


## **NURSE VISITS**

- Before a child is sent to the nurse the teacher must call \*507 and speak directly to Mrs. Messer. If the nurse is not available, the teacher will call the main office.
- No child will be permitted to walk into the nurse or main office without being notified from the teacher.
- The nurse and main office doors will be closed
- All teachers will have a supply of band aides to treat minor bumps and bruises.
- Mrs. Messer will notify the teacher if the child will be going home and not returning to the classroom for the day.
- If a child is going home you will buzz in the office when you arrive and the nurse will bring the child outside to you.



## **SNACK TIME**



- Parents please pack a daily snack for your child. We do not have food or food services available in the school.
- Weather Permitting each grade is to have snack at the assigned areas outside.
- Kindergarten – Blacktop and outside classroom
- 1<sup>st</sup> Grade – Out back blacktop
- 2<sup>nd</sup> Grade – Out back under the tent
- 3<sup>rd</sup> Grade – Out back blacktop
- 4<sup>th</sup> Grade – Out back under tent
- 5<sup>th</sup> Grade – Blacktop and outside classroom
- If snack is being served inside children are to remain at their desks. The carousel dividers are to be placed on each child's desk while their masks are removed for snack.
- Once the child is done with snack, they will put the mask back on to throw their snack away.

## **DEVICES**

- Students are responsible to come to school each with their device ready to go and fully charged each day they are in school.

