

Crown Charter School

Reopening 2020-2021 Safety Procedures and Guidelines

We are pleased to inform you that Crown School has the capabilities to follow the necessary safety protocols during COVID19 to reopen in August. Our oversized classrooms at over 950 sq. ft., our plan for cleaning and sanitation, and our practice of social distancing are all part of our plan detailed below:

Entering the Premises

- We will require all families to stand at safe distance when entering the main office.
 - At the time of entrance- temperatures will be taken for every member of the family entering the building.
- **ANY STUDENT, TEACHER OR STAFF SHOWING ANY SYMPTOMS OF ILLNESS AND/OR READS A FEVER WILL NOT BE PERMITTED ON CAMPUS.**
- **IF THROUGHOUT THE DAY, ANY SYMPTOMS OR FEVER ARE PRESENTED, PARENTS OR GUARDIANS WILL BE REQUIRED TO PICK UP WITHIN 30 MINUTES OF CONTACT.**
- We will ask that all parents verify all home, cell, work, emergency contact and email at the start of the school years. All numbers will be verified.

Carline procedures

- Staff member wearing a face covering will greet each child at the vehicle and take their temperature before allowing child to get out of the vehicle. Once they are out of the vehicle, we will make sure that all students are sanitizing their hands.
- **Dismissal:** During this time only, we will stagger all dismissal times as follows to allow for maintaining students at safe distance
 - **Kindergarten:** 1:30 pm
 - **1st Grade:** 1:55 pm
 - **2nd and 3rd Grade:** 2:25 pm
 - **4th-6th Grade:** 2:45 pm

Classrooms

- All classroom seating will be redesigned to have a safe distance between students
- All teachers and staff will wear face coverings during their close interaction with students.
- Proper hand washing will be managed daily, several times per day.
- Students will be permitted but not required to wear face coverings (must be provided by parent). However, they are encouraged for student-to-student social interaction.

- All interaction with teachers and students will be from a safe distance- students will have their own mailboxes to submit work where teacher will collect at the end of day
- Students will stay at their seats during board lessons
- Brain breaks will be given regularly
- All supplies will be kept in students' individual desks to maintain safety procedures

Lunches

- Lunch time will be staggered throughout the day
- All tables will be utilized to allow for social distancing and marked accordingly for easy visibility for students and staff
- Tables will be immediately cleaned and sanitized at the end of each lunch hour
- All students will be required to bring their own labeled water bottle to diminish use of drinking fountains. Drinking fountains used will be disinfected regularly throughout the day.

Campus Disinfecting

- We will continue to make sure that all classrooms, offices, labs, lunchroom, and restrooms will be carefully cleaned and sanitized throughout the day and at the end of EACH school day to ensure safety of all students, parents, and staff.

Meet the Teacher

- **2nd -6th Grade:**
 - You will be able to meet your child's teacher virtually via Zoom on our assigned Meet the Teacher Day- August 3, 2020. We will have two sessions, one in the morning and the other later in the afternoon to accommodate most parent work schedules.
- **Kindergarten and 1st Grade Parents:**
 - Your Meet the Teacher will be by appointment, in person the week before school starting on August 3rd. We will send out additional details regarding this.