

Babylon Union Free School District



Travis Davey
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Linda J. Rozzi
Superintendent of Schools

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Dear Parents/Guardians:

This is the second email in a series of five designed to provide details related to specific topics that are important to know as we approach the opening of the 2020-2021 school year. Today's focus is on key daily routines that will begin each school day and end the school day. While the text of this email explains these important routines, we include links to videos at the end of this email to further illustrate the procedures outlined.

Preparing for School

As part of the morning routine in getting ready for school, families should remember to:

1. Check the temperature of each of their children
2. Fill out the Daily Health Survey prior to going out to the bus or car
3. Bring two (2) clean masks – one to wear and one as an extra to keep in your child's backpack each day

To help each family remember these key steps, the **PTA has purchased special doorknob hangers** which will be included in the summer mailing. It would be important for all families to have a working thermometer at home as well.

Daily Health Survey

Parents/Guardians of all Babylon students will be asked to complete a daily health survey for each of their children. A weblink will be shared by the District's Technology Department when we draw nearer to the start of school. The survey will ask for the following:

1. The student's building
2. Their homeroom/teacher
3. COVID questions. **If "yes" is answered to any of the COVID questions, parents must keep their child home and inform the school nurse.**
4. Attestation that the parent is abiding by NYS protocols
5. Student First Name
6. Student Last Name
7. Name of person who completed the survey
8. Email address of the person who completed the survey

The health survey **is expected to be completed daily and submitted prior to going out to the bus stop or getting into the car.** Parents should expect a phone call reminder from a school official if the survey is not completed prior to the start of school.

Arrival to School: School doors open at 8:40 a.m.

Walkers and Daily Drop Off

- Families dropping students off to school should use the Main Circle off of Ralph Ave.
- Security will be on hand each day to direct traffic to specific locations along the curb.
- Our traditional valet service will no longer be available so children will have to help themselves out of their cars each morning. While we expect some students will need assistance from their parents, please work towards encouraging independence with this step.
- Staff will be on hand outside to assist with entry into the building.
- Prior to leaving the car, **students should be wearing their masks.**

Paw Prints Guiding the Way

To assist with a socially distant entry into the building, colorful paw prints lead into specific entrances.

- **Kindergarten students** should follow the **orange paw prints** to their entry doors.
- **First Graders** should follow the **black paw prints** into the **Main Doors** of the school.
- **Second Graders** should follow the **white paw prints** into their entry doors near the end of the Main Circle.

Bus Riders

- If your child is eligible for busing, a **bus tag will be included in the summer mailing**. The bus tag includes your child's bus color, bus stop, and approximate morning pick-up time. Please arrive at your child's bus stop 10 minutes prior to your scheduled pick-up time. The enclosed bus tag should be attached to your child's backpack in a visible location prior to the first day of school.
- Prior to boarding the bus each morning, **students should be wearing their masks**. Once on the bus, students will be seated socially distant, unless they are seated with a sibling.
- Kindergarten students will be seated closest to the front of the bus, followed by first graders, and then second graders.
- Older siblings will be permitted to sit with their younger siblings nearer to the front of the bus.
- Students should remember to always be **Safe, Respectful, and Responsible** while riding on the school bus. **Please review** the details in the **attached *Bus Expectations*** chart prior to the first day of school.
- When disembarking from the bus, students will be greeted by a staff member who will direct them to white and orange paws that lead into our gym.

Thermal Scanners

- Just inside the doors of the school, students will step to a thermal scanning device (similar to a small tablet) and line their image up to the outline of a person's head on the device.
- Once a normal temperature is read, the student may proceed to his/her classroom using the paw prints along the hallway. Staff will be on hand to assist.
- If a temperature reads higher than normal, the student will be escorted by a staff member to a cool down area where a second temperature will be measured. If under 100°F, the student may proceed to his/her classroom.
- If a second reading is above 100°F, the nurse will follow up with a phone call to the student's family.
- Sick students will be attended to in the newly expanded health office area which is separate from the daily health support office.
- [Video describing thermal temperature scanner](#)

Dismissal from School: Dismissal doors open and buses roll at 3:15 p.m.

Walker & Daily Pick Up Dismissal

- **The Main Circle is closed** during dismissal so **please park along Ralph Avenue**.
- Pick up each day will occur in the front of the school building **from specific doors that will be labeled by teacher name**.
- **Government-issued identification is required to pick up students from BES**. Please come prepared with ID each day.
- Parents should use the **black paws coming out** of their designated doors to line up in a socially distant manner.
- At your turn, approach the door, state the name of the child you intend to pick up, present ID to the staff member assigned to verify pick up, and your child will be brought out to you.
- If you have children in multiple grade levels, you must go to each teacher's door for pick up. Do not worry or rush—our doors will remain open to you as long as we have students with us.
- Once dismissed, families must depart school premises promptly. Gatherings are not permitted.

Bus Dismissal

- Students are lined up according to bus color at the end of each day and are escorted to their buses by school staff.
- Kindergarten students sit closest to the driver, followed by first grade, and then second grade.
- Older siblings will be permitted to sit with their younger siblings near the front of the bus.
- **Students in Kindergarten through 2nd grade require a parent or the parent's designee to meet him/her at the bus stop in the afternoon.**
- Please complete the attached [*Transportation Release Form*](#) to designate individuals who will be permitted to pick up your child from the bus stop. **Return this form with your child on the first day of school.**
- Students who are not met by authorized individuals at the bus stops **will be brought back to Babylon Elementary School.**

Video explanations for Arrival & Dismissal Procedures

- [Kindergarten Walker Arrival and Dismissal](#)
- [1st Grade Walker Arrival and Dismissal](#)
- [2nd Grade Walker Arrival and Dismissal](#)
- [Bussers Arrival and Dismissal](#)

Additional Transportation Information

- Students will only be permitted to board their assigned buses. Drivers will only release students at the stops noted on their passes.
- Until drivers are familiar with the designated individuals permitted to pick-up each child, they may ask for photo identification at afternoon bus stops. These procedures are in place to ensure your child's safety and we appreciate your cooperation and communication throughout the year should information change.
- For additional information related to transportation, please visit the [Transportation Department website](#), or contact Karen Bustamante at (631) 893-7915.

Thank you in advance for your attention to these daily procedures and routines. We recognize it will take time to familiarize ourselves with these new procedures, and we anticipate that it will take longer in the beginning of the year to move through these procedures. Our commitment to working together and displaying patience and understanding through this all will ensure a safe and orderly arrival, dismissal, and school day for all at BES.

Sincerely,



Travis Davey
Principal
Babylon Elementary School