

# E.E. Lyon Elementary School

*Title I Distinguished School*

Rebecca L. Birkett  
*Principal*

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*Assistant Principal*

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Dear Lyon Families,

Welcome to the 2020-21 school year! Our entire Lyon Elementary family has been working very hard to prepare for this school year. I am SO proud of our faculty and all that they have done to work together for what we know will be another amazing year at Lyon. Our theme this year is "Together We Grow" and we truly believe just that. We want to work together with our families to ensure your child is thriving and growing. Please know that we are available to you and for you during this time.

The purpose of this letter is to let you know about important changes and to update you with new information. Unfortunately, our school is closed to all non-essential visitors until further notice. This means that you will not be able to walk your child to his/her classroom. Your child will need to exit the bus or car and go straight to his/her teacher's classroom, with help and guidance from our staff. Please read carefully below for important information about how school will operate this year.

## **Safe Start Days**

September 8th Students in Pre-K – 3rd grade with the last names A-D will attend school the entire day  
September 9th Students in Pre-K – 3rd grade with the last names E-K will attend school the entire day  
September 10th Students in Pre-K – 3rd grade with the last names L-Q will attend school the entire day  
September 11th Students in Pre-K – 3rd grade with the last names R-Z will attend school the entire day  
September 14th ALL students pre-k through 3rd grade will attend school the entire day

## **Carline**

Carline will begin at 8:05AM for arrival and at 3:31PM for dismissal. It will be conducted in the same manner as last school year, however school employees will be unloading/loading 5-6 cars at a time in the front circle drive. Please see our website for more detailed information.

If you will be utilizing carline for dismissal, please complete the carline pick up form that will be provided at Meet & Greet. You can turn it in at the event and receive your carline tag. If you are unable to attend the Meet & Greet, please let your teacher know and we will send the carline form home with your child on their first day. We only need one form completed per family. The form is also available on our website. Please ensure your carline tag is visible for dismissal.

## **Arrival**

All students must ride the bus or be dropped off in carline when arriving to school. We will not be able to allow parents to walk students in to the school this year. Students cannot be dropped off at the office or cafeteria door. Upon arrival on campus, students will sanitize their hands, and go directly to their classroom, picking up breakfast along the way if needed. Upon arriving to their classroom, the student will complete a temperature check and health screening.

Students who are not in the building by 8:40AM are considered tardy.

## **Dismissal**

Our dismissal bell rings at 3:31PM. In order to keep all of our students and faculty safe, students will only be dismissed to their bus or through carline. Students may not be picked up from the office or any other location.

After 3PM, you will not be able to wait outside the office or in the building to pick-up your child for dismissal. Every parent will have to go through carline or the child will ride the bus home. Due to the fact that students have to remain with their classroom group, we anticipate dismissal taking longer than it has in years past. We appreciate your patience as we navigate through this together. Any student picked up after 4pm will be sent to after care for a charge of \$10 per child.

### **Visitors**

Please note that due to restrictions put in place we will not be able to have any outside visitors to our school during the school day at this time. Only essential personnel can be in the building. Parents/guardians will not be able to walk their child to class or come and eat lunch with them. All fieldtrips and programs are cancelled until further notice. We are not allowed to have classroom visitors or volunteers. As soon as this restriction is lifted, we will let our families know.

### **Breakfast & Lunch/Outside Food**

We cannot allow outside lunches to be dropped off. Students can bring their lunch from home or eat the lunch provided by the cafeteria. Cafeteria lunches are available to all students. Students will pick up their breakfast on their way to class and eat in the room. Lunch will also be eaten in the classroom. For safety, all water fountains are closed. We have installed a water bottle filling station and students can bring a plastic, reusable water bottle to school daily. There is a charge for breakfast & lunch. Free and reduced lunch applications can be completed online here: <http://www.stpsb.org/childnutrition/freeandreducedmenu.htm>

### **Instruction/Classroom:**

Students will remain with their class for all instruction. Art, music & library will push in to the classroom for enrichment instruction. PE will take place outside or in the gym. Students will receive recess daily with their class. All special education services will be provided as mandated by the student's IEP.

### **Before Care/After Care**

Before Care/After Care will not begin until **Monday September 14** and will be for **Lyon Elementary students only**. Before school care will begin at 7:05AM and after school care will end at 6PM. Applications for this service are on our website. If you need a hardcopy, please let your child's teacher know and we will send one home in their folder.

### **Cleaning/Safety**

Throughout the school day, students and staff will sanitize and/or wash their hands frequently. All school personnel will clean high touch points and common areas multiple times throughout the school day. Facial masks are required for adults and 3<sup>rd</sup> grade students only. More detailed information about cleaning & safety protocols can be found in our district's planning guide at: <http://stpsb.org/coronavirus/2020-2021/2020-2021Plan.pdf>

To say we miss our students is an understatement. We cannot wait until they are back here with us every day! Although things have changed there are a lot of things that will remain the same. One of them is the love and care your child receive at Lyon and another is the high-quality teaching environment. We are here if you have any questions. Please call or email us and will be delighted to work with you to meet your needs.

Sincerely,

Rebecca L. Birkett  
Principal