



## Dolby Elementary COVID Addendum

This document is to provide parents and community with information in this unprecedented time of a Pandemic. We know that there will be many more questions and situations that arise so please understand that this document will be amended and updated as information becomes available. It is always our priority to ensure student and faculty safety to the maximum extent possible.

1. **Meet & Greet** – Teachers will reach out to you and share specific information virtually. They will give a call to their students and let you know what time and where to tune in for virtual Meet & Greet.
2. **New Student Registration** – New students to Dolby and incoming kindergarten students may register Aug. 4-7 8:30am-12:00pm in the office. Please note you will need: **permit to register (from CWA 6<sup>th</sup> St., birth certificate, social security card, current immunization record, any important documents such as custody papers.**
3. **Drive and Drop** – We will put out a schedule for “Drive and Drop” a time where you can drive through and drop off your student’s supplies. We will happily deliver those supplies to your student’s classroom and they will be ready and available the first day.
4. **First Day** – First day of school is **Friday, August 14<sup>th</sup>**. We will be out on the front drive to welcome our students. Due to COVID, **PARENTS WILL NOT BE PERMITTED TO WALK TO CLASSROOMS.** Masks should be worn by students and social distancing will be in place as your student exits the vehicle. Temperature check will be administered by the duty teachers. Parents, please remain in your vehicle. We will have teachers available to walk students to classrooms and help your student get where they need to be.  
**\*\*\*Special note for Kindergarteners – To ease the transition into school Kindergarten has a special drop off time of 8:30am Aug. 14<sup>th</sup> only. This will allow us to concentrate on helping our newest Rams get safely to class. Parents will not be permitted to walk them into the building – please start off the year forming good habits by dropping your student off in the front driveway.\*\*\*\*** If you have multiple children you may drop your K student off at regular time.
5. **Visitor Lunches** – Due to COVID 19 precautions, visitors are not permitted at this time.
6. **Conferences/Meetings** – Parents will not be permitted to go beyond the office area unless they have a scheduled appointment with their child’s teacher or one of the administrators. Prior to attending your scheduled conference, you will be asked precautionary questions and your temperature will be taken. Masks must be worn by visitors

during scheduled conferences or meetings. Masks will be worn by school personnel as well.

7. **Masks** – All students will be required to wear a face covering during arrival, dismissal, and on buses. Students grades 3-5 are required to always wear a mask and it is highly recommended for all students. Elementary students may personalize their masks and have decoration but please ensure it is school appropriate. We are currently working on ordering Dolby masks to sell at the beginning of school.
8. **Class Rosters** – Rosters will be posted on the front doors Aug. 5<sup>th</sup> and teachers will be calling their students.
9. **Water Bottle** – Your child is encouraged to bring a water bottle from home to avoid using the water fountains at school. Water bottles should be clear but may be decorated/personalized.
10. **Afternoon Dismissal** – We cannot gather students in the gym or in a group as we are used to doing. PLEASE be patient as we work out our dismissal procedures!!! We will dismiss ALL STUDENTS FROM THE FRONT EXCEPT PK. **PK will dismiss at 2:30pm in the back Washington St. gate.** If you have a PK sibling, you will need to then get in car line for your older child/children. Each family will be assigned a number. Numbers will be entered into a computer program and broadcast into every classroom. Students will get up and exit the building when they see their number come up (with mask and social distancing). Each number will also appear in a color telling the student where to go for pick up in the front. Car slots in the front will be color coded to show where to pick up. Example: Johnny Smith is number 104. When Johnny's ride is in the car line, a duty teacher with an Ipad or cell phone will pass and type in the number. That number will appear on the class TV in a color slot telling the student to exit and go to that color. **Parents will not be permitted to walk up front and ask us to call a student from class.** It is still CPSB policy that all check outs must occur before 2:30pm. Walkers and bike riders will be called to the Southwest door at 2:50 and will go directly out and home.
11. **School Hours** – As of now, school hours have not changed.  
Arrival – 7:15-7:45am & Dismissal – 2:50-3:20pm.

THANK YOU for your ongoing support, cooperation, and patience during this time! We appreciate your understanding as we try and provide the safest environment we can. Please be assured that we will be establishing routines and procedures to ensure the safety and wellbeing of our students, faculty, and staff.