

Good morning Chester Academy Families,

Today I wanted to give you an update on our procedures for visiting Chester Academy and for student drop off and pickup.

Visiting Chester Academy:

At Chester Academy we have always loved welcoming our community to the building if they have need to drop something off for their child or have a quick question. Due to the current status of COVID-19 we are putting some new procedures in place for the upcoming school year that we are asking you to follow. As we start the school year, we are implementing a no visitor procedure for parents and community members. In the event that you are in need of coming to the building you will need to go through a medical screening. This screening will consist of having your temperature taken and answering several health screening questions. We ask you to observe the following guidelines before considering coming to the building:

- If you feel that you need to come to the building to ask a question or drop something off, please call the main office (845-469-2231) in advance and someone will help you to determine, if and when would be the best time to come to Chester Academy
- We value having the opportunity to meet with our parents and community members. If you would like to meet with a teacher, counselor, or administrator, please call in advance and we will set up a time for a video or phone conference.
- Please do not drop off items for your children after the start of the school day. If they forget something, they can bring the item in the next day if we cannot provide them with a replacement to use.
- If your child forgets lunch, please do not drop off lunch for them. We will provide them with a school lunch and bill their student account. Student dismissal is at 12:15 pm so even if they do not choose the school lunch, they will be able to enjoy the lunch you made for them as soon as they get home.
- Please do not drop off sports equipment during the school day. This should only be done when the child can meet you outside of the building after the school day.
- If your child is running late to school, please consider keeping them home and working remotely if you are not able to bring them in by 8am. This will allow the school to focus on the management of the building rather than prolonged health screenings.

In the event that you need to pick up your child please follow the procedure below:

- Please call us from your car upon your arrival to let us know you are here.
- When you arrive at the front outer door of the main entrance please knock
- When our greeter comes to open the door for you, please have your ID ready and back up at least 6 feet (we will put a marker on the ground)
- The greeter will ask you to state the reason for your visit

- If you are picking up your child, the greeter will have you sign out your child and we will ask you to wait outside of the front door
- Please wear a face mask at all times on school property. The greeter will not open the door if someone is not wearing a mask. She will offer you a disposable facemask or ask you to wait in your car and call the office for assistance
- In the event that your child is displaying COVID-19 symptoms, we are asking you to wait in your car and call the office. The nurse's office will bring your child out to the car and have you sign them out there. ID must be shown to the nurse and upon visual contact she will sign your child out.

Drop Off Procedures:

If you plan to drop off your children at Chester Academy this fall we have made a change in the drop off procedure. Last year, parents would drop off their children in the rear of the building and students would enter into the rear entrance. This year, parents will still proceed around the rear of the building, but instead of stopping near the rear entrance, you will proceed around the entire back parking lot and pull up to the curb on the near side of the building (Middle School Side). Once your car has stopped, a staff member will motion for your child to get out of the car (between 7:25 & 7:30). Your child will walk up to the front entrance (door 3) at this time and enter the building. (We will post a video showing the new procedure on our web page)

All students will be entering the building through the front entrance and having their temperature checked. We are asking all students to please remain socially distant from other students (6 ft.) when entering the building.

When picking up your child at the end of the day please arrive no earlier than 12 PM. Pickup will remain in the original spot from last year in the rear of the building. A safety officer will be present to assist you in finding a spot to wait for your child.

In an effort to keep the traffic flowing, as we expect more students getting dropped off and picked up this year, we are asking families to enter Chester Academy on Hambletonian Avenue coming from the Route 94 side of town and make a right onto campus. When exiting Chester Academy, we are asking that all cars make a right, heading towards 17M. By having cars only making a right, traffic should flow much smoother. We will continue to evaluate this procedure over the first couple of weeks and make adjustments if necessary.

Thank you for your attention to these new procedures. Next week I will be sending out information on student daily health screening, procedures for students that are parking on campus, social distancing guidelines in the building and much more! Have a great weekend!

Respectfully,

John Flanagan