

El Puente Elementary Parent Guide 2021-2022



**This is a living document as policies are updated this parent guide will be updated.*

Table of Contents:

[Board Approved JPS Handbook](#)

[Current JPS Protocols for Covid-19](#)

[What Materials or Supplies Does My Child Need](#)

[Entering and Exiting School Procedures](#)

[Pick Up Line Procedures](#)

[Visitors in the Building](#)

[Birthday Treats](#)

[Field Trips](#)

[Class Parties](#)

[Lunch](#)

[Communication Between Home and School](#)

[Playground](#)

[When Should I Keep My Child Home?](#)

[What Will Happen If My Child Becomes Ill At School?](#)

[If My Child Is Exposed to COVID-19 at School How Will I Be Notified?](#)

[If My Child Has Been Exposed to COVID-19 How Should I Notify the School?](#)

[Updates to Cleaning and Sanitizing Procedures](#)

[Link to JPS board approved student handbook.](#)



[Link to regularly updated district protocols.](#)

El Puente [Supply List 2021-2022](#)

Our suggested supply list is linked above. Students may be sharing supplies with other students. We suggest parents take extra time to label things like backpacks, coats, sweatshirts, lunch boxes. It is not uncommon for students to lose items, when they are labeled; it is much easier to get them returned.



Entering and Exiting School Procedures

To help students be able to socially distance between grade levels and to create a safe and calm entry and dismissal, grade levels will be assigned specific entrances and exits that they will use before and after school. We are asking parents and guardians to please exit school grounds safely and in a timely manner during pick up and drop off to keep the number of people around the building to a minimum. We also want to remind parents and guardians to not enter the playground before school or at any time during the school day to keep our students and campus safe.

Our playgrounds will not be open before or after school for recess or play. When students arrive at school they need to go line up by their assigned zone and they will be welcomed into the building by El Puente staff. **Please have your child arrive at school as close to 8:25 am as possible, this will help us with reducing opportunities for students to intermix with students outside of their grade level.**

Note that we will be using the same zones in the morning for drop off that we used last year. Please see the picture below to see where your children will wait for the bell to come in at 8:30.

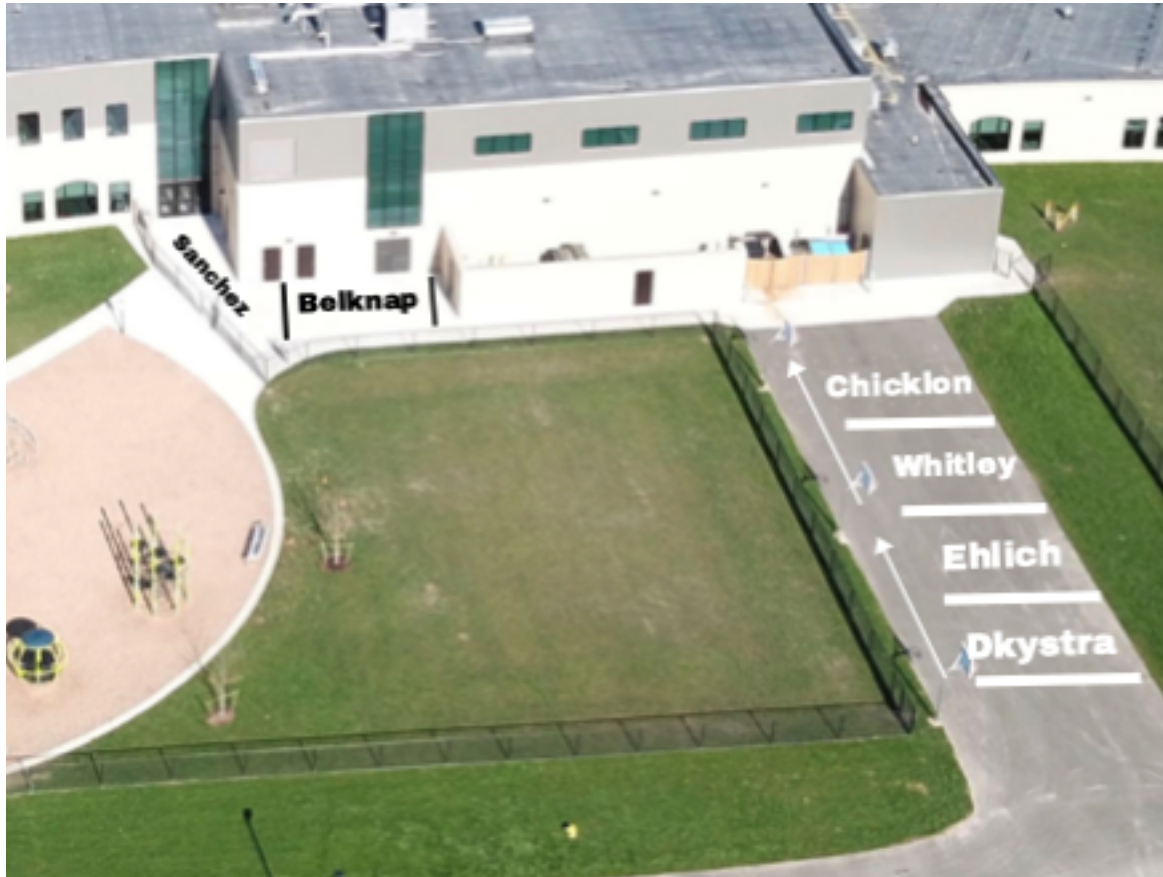
Grades K-3

Before School

Zones



Grades 4-6 Before School Zones



Pick Up Line Procedures Dismissal

Each family will be provided 2 Pick Up Tags (more available upon request) to use when picking up your student from school either in your car or at the sidewalk. Please reference [this video](#) on the El Puente Drop Off and Pick Up procedures. If you have someone who is not used to picking up, please notify the office, make sure they watch this video and have a Pick Up Tag. If you need to get out of your car to help your child for any reason during pick up, please use the parking lot instead.



Visitors in the Building

Visitors will remain in the lobby or office during the school day if picking up a student early or dropping off late. Visitors will not be allowed to enter the building in an area where students are present during the school day. Visitors and volunteers will be allowed in the building outside of typical school hours. We know this is a major change, we appreciate all of our volunteers and as soon as it is safe to do so we will reopen volunteer opportunities for our families. If you plan on volunteering, please request a [Volunteer Waiver form](#) from Sarah Giere in the office.

Birthday Treats

We love to celebrate birthdays with your child! Each teacher has fun ways to celebrate. Your child may choose to bring a birthday treat to share with the class, but it must be prepackaged, no homemade treats are allowed this year. Balloons, banners, stuffed animals are best saved for home. Items do not have to be brought in 24 hrs. in advance.

Field Trips

JPS will be reviewing individual field trips based on current conditions and the trip activity and location.

Class Parties

We are not able to have any visitors or volunteers in the building around students during the school day. Classes may still have celebrations and parties but they would not involve any visitors or volunteers.

Lunch in Classrooms

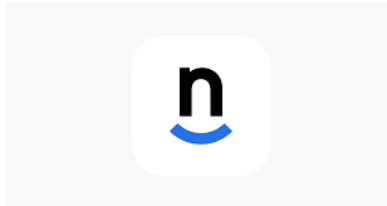
Students will eat their lunch within their classrooms. Students will have the same amount of time to eat as they previously did and will enjoy additional recess minutes during lunch to help increase physical activity and movement in their day.

Students have a snack mid-morning in most grades. They have a short break and can grab it from their locker / backpack. We do not allow pop, Gatorade, etc in our classrooms on the carpet. We will have water bottle fillers throughout the building. We highly encourage students to bring water bottles for use throughout the day.

Teachers will send specific information home the first week of class if there are allergies that impact food options, it is very important for the safety of all of our students that you are respectful of these guidelines.

Students can order hot lunch each morning. There are 2 choices each day. Or students can bring a cold lunch from home. This year lunch and breakfast is free for all students. We do encourage families to still fill out the [Free and Reduced Lunch application](#) because it helps provide additional funding to our school and district.

This year our food service program also is using **an App called NutriSlice** to help families be able to quickly find menu and nutritional information.



[Food Service Website](#) to access menus and free and reduced lunch information

Communication Between Home and School

A school wide newsletter gets sent home twice monthly via School Messenger. If you need help accessing School Messenger or need a paper copy, please let the office know. Teachers also send home classroom newsletters with specific homeroom information. At any time, you are encouraged to call or email the office, 616-777-6531, lgingerich@jpsonline.org or your child's teacher. Our expectation is a response within 48 hours (weekends are the exception).

We also have an active facebook page managed by the parent club (Padres del Puente).

Playground

For safety, and to ensure we are following guidelines for before and after school care licensing our school playground will be closed before and after school. Students will not be allowed to play on the playground in the morning before school and will be asked to leave school at the end of the day.

Students will be given at least two recesses on our playground daily. Their lunch recess will be 40 minutes to provide time for physical activity. While on the playground students will be grouped with their grade level. Our playground will be zoned to help keep grade levels separated.

When Should I Keep My Child Home?

If a student has a temperature 100.4 degrees or higher they should be out of school until they are fever free for at least 24 hours (without using medication). Similarly, if your child has vomited or had diarrhea they should be out of school for 24 hours after symptoms subside. If a child has any respiratory illness symptoms, or gastrointestinal illness symptoms they should remain out of school until they are symptom free.

What Will Happen If My Child Becomes Ill At School?

If your child becomes ill at school with a fever, respiratory illness symptoms, or gastrointestinal illness symptoms they will be moved to the office and kept separate for other individuals. You will be asked to pick up your child as soon as possible. You will want to update your child's emergency contact information to ensure that a safe adult can be reached in a timely manner in the event of any illness or injury.

If My Child Is Exposed to COVID-19 at School How Will I Be Notified?

As soon as JPS becomes aware of a case of COVID-19 any individual that has had contact with the COVID-19 individual will be notified. We will follow the local Ottawa County Health Department guidance on quarantine requirements.

If My Child Has Been Exposed to COVID-19 How Should I Notify the School?

If your child is exposed to COVID-19 we ask that you please notify the building office staff. We know every situation is unique and we will follow the local Ottawa County Health Department guidance on quarantine requirements.

Updates to Cleaning and Sanitizing Procedures

Cleaning and sanitizing procedures continue to be updated to align with the current health and safety recommendations. JPS staff will be using approved sanitizing and disinfectant cleaners on surfaces and throughout the school buildings. As in the past students may be asked to help clean surfaces after snack, a craft, or lunch but will not be using anything more than water, Dawn dish soap, or hand sanitizer to clean with.

Students will be given many opportunities throughout their day to wash their hands and also will have access to hand sanitizer.

