



# Eagle Update

August 31, 2020

## Office Protocols Supporting Safety - as published in July in our Return to School Plan

- ✦ Volunteers and visitors, including parents, are restricted and/or prohibited on campus.
- ✦ Parents and other visitors will be admitted to the office by appointment only.
- ✦ We will admit only service personnel, emergency responders, and parents/guardians who have a scheduled appointment.
- ✦ Persons on campus who have an appointment must check in at the main office and will be asked to perform a voluntary temperature check and complete a COVID-19 screening form.
- ✦ Masks are required at all times.



## Doctor's Appointments and Early Pick Ups

- ✦ Call school in advance to tell us about early pickups for doctor's appointments. Provide the school office with a doctor's note validating the appointment.
- ✦ Early pick up for any other reason than a doctor's appointment is discouraged and requires prior approval by the principal. It is important that students attend a full day of school from 8:00 a.m. to 2:55 p.m.

## Making Payments and Dropping off Other Items ~ to further limit office access:

- ✦ Please put your payment in a clearly marked envelope stating your name and what you're paying for. Drop the envelope in the secure gray mailbox on the driveway near AdminBldg.
- ✦ To drop off a forgotten backpack or other item: Ring the office door bell; state what you're dropping off and who it's for. Place the item in the pink crate; office staff will deliver it.

## Important Safety Details About

- ✦ PikMyKid provides two safety features that put parents in total control of who is allowed to pick up their children: 1) the child's parent/guardian or 2) another trusted adult that the parent has designated as someone who may pick up.
- ✦ For that reason, students will be released only to persons who:
  - **Announce themselves on the PikMyKid app OR**
  - **Present the Car Tag with the child's PikMyKid ID number.** Please note: it is not the responsibility of school staff to provide you with the ID #. The fact that *you have* the ID# is how *we verify you*.

- ✦ Persons who arrive without an **App Announcement** or **Car Tag** will be **asked to park** until the car line is finished so that staff can properly identify the person who is picking up.



## Dismissal Time Adjustments 3:00 – 3:20

### Revised Staggered Arrival Times are 3:00, 3:10 or 3:15.



The time it takes for carline at dismissal continues to improve! We're finishing by 3:20. All cars must be on the parking lot no later than 3:15. Car line officially ends at 3:20 p.m.



## The Bridge Boys & Girls Club Pick Up Starts Monday, Aug.31

Parents who have arranged with Boys & Girls Club to pick up their child are reminded to change your child's Mode of Pickup using your PikMyKid App. Select "Bus" as the primary mode of pick up. Then select "Boys and Girls Club" from the "Bus Route" drop down menu.

### Before School Care Starts at 7 a.m.

Before School Care will begin at 7 a.m. until further notice. This 15-minute delay allows our staff to complete additional COVID-19 related tasks prior to letting students into the buildings. Thanks for understanding and supporting our need to provide a safe campus for your children.

### Limited Opportunity for Student Drop Off From 6:45-7:00 a.m. Extra Charge

This option is reserved for parents needing to be at work at 7 a.m. and is only available for a very limited number of students. Request this service by emailing Sister Cynthia Shaffer, principal, at [cshaffer@guardiancatholic.com](mailto:cshaffer@guardiancatholic.com) and stating your need. Because it requires hiring an extra staff member for that time, there will be an **extra** charge of \$1 for the 15 minutes from 6:45-7:00. This is in addition to the regular \$1 charge for 7:00-7:45 a.m.

**When Emailing Teachers** – please put the **child's full name & grade** in the subject line.



Click [\*\*HERE\*\*](#) for more info on applying for the 2020-2021 Season of the Jacksonville Children's Chorus.



**Eagles soar to success both on campus and at home!**

**Dress for Success—wear your school uniform and follow all dress code guidelines!**

#### GUIDELINES FOR SUCCESS

- Eagles...
- Self-Motivated
- Optimistic
- Act Responsibly
- Respect God, self, and others
- ...to **S**uccess



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