# LME Important Information and FAQs

## Health and Safety

| Screening | • Families should continue to self screen for symptoms at home prior to coming to school.  
  ○ If a student has a fever of 100.4 degrees Fahrenheit or greater, has a cough, fever, shortness of breath, or has been directly exposed to anyone with a positive Covid diagnosis, they are to stay home.  
  ○ Student temperatures will be taken upon arrival to campus. |
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| Face Coverings | • Outdoors, face coverings are optional.  
  • Indoors and on buses, face coverings are required for all students and all adults when students are present (unless exempt). |
| Handwashing and Healthy Hygiene Practices | • Staff will continue to teach and reinforce handwashing, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes.  
  • Hand sanitizer stations will continue to be available in areas across campus, including, but not limited to: lunch areas, entrances to campus, entry to bus, and in classrooms without sinks. Sanitizer is available in all classrooms/offices/noon supervisor stations. |
| Physical Distancing | • Although physical distancing is not currently required, maintaining distance from others is encouraged when possible. |
| Ventilation | • Ventilation and air filtration will be optimized, following all CDPH guidance on Ventilation of Indoor Environments. Preventive maintenance is also performed regularly. |
| Cleaning and Disinfection | • Classrooms and offices will continue to be cleaned daily.  
  • High-touch surfaces will continue to be cleaned regularly and individuals are encouraged to wipe surfaces before touching them. |

## Arrival Protocols

| What time does my student need to arrive? | We are staggering our arrival times to help with traffic. We are asking families to use the following guidelines for arrival.  
  • Staggered Arrival Times:  
    ○ TK/Kinder 7:50-8:05  
    ○ 1st-6th 8:05-8:20  
    ○ First bell rings at 8:15; tardy bell rings at 8:20  
    ○ Siblings of TK/Kinder students may arrive together |
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| How do I drop-off my TK or Kinder student for school? | ● TK/Kinder Students  
  ○ TK/Kinder parents will use the driveway loop or walk students to the sectioned off cone area beginning at 7:50  
  ○ Parents/Guardians will **NOT** walk students to the TK/Kinder gate; there will be a checkpoint area sectioned off with cones where parents will take their students to. Students will then be escorted to the TK/Kinder entry gate  
  ○ Students enter through the TK/Kinder gate in the front of the school  
  ○ Students will wait to enter the gate and have their temperatures taken  
  ○ Once student temperature is taken and hands are sanitized, students will go directly to their classroom  
  ○ Please note: TK/K students will go directly to class on the first two days of school. Starting Wednesday, students will begin going to the TK/K playground. Teachers will go over protocol, expectations, safety, etc. |
| My child rides the bus, what will arrival look like for them? | ● Bus Riders  
  ○ Enter through the bus gate  
  ○ Student temperature will be taken and sanitizer will be provided  
  ○ Students will go directly to class on the first day of school; starting Tuesday, students in grades 1-6, will go to the main playground. TK/K will go to the TK/K playground beginning Wednesday. Teachers will go over protocols, expectations, safety, etc.  
  ○ TK and Kindergarten students will be escorted by Noon Supervisors to ensure they are in the TK/Kinder area.  
  ○ Siblings of TK and Kinder students may walk their sibling to the TK/Kinder area |
| My students walk to school, how do they enter the school? | ● Walkers  
  ○ Students can enter through the front entrances or the bus gate  
  ○ Student temperature will be taken and sanitizer will be provided  
  ○ Students will go directly to class on the first day of school; starting Tuesday, students in grades 1-6, will go to the main playground. TK/K will go to the TK/K playground beginning Wednesday. Teachers will go over protocols, expectations, safety, etc.  
  ○ TK and Kinder students will be escorted by Noon Supervisors to ensure they are in the TK/Kinder area.  
  ○ Siblings of TK and Kinder students may walk their sibling to the TK/Kinder area |
| What is the procedure for dropping off students in grades first through sixth? | Drop off for grades 1-6 is from 8:05-8:20. Parents will have the option of two drop off locations at this time.  
○ Parents can use the front driveway loop or they may use the bus zone area.  
○ Parents may not drop off at the bus zone area between 7:50-8:05 because this is when our busses arrive. |
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<tbody>
<tr>
<td>Can I park and walk my students to the gate?</td>
<td>No, we are asking that all students be dropped off through the driveway loop or walked to the coned off section areas.</td>
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<tr>
<td>Dismissal Protocols</td>
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<td>When are students dismissed?</td>
<td>Beginning in the 21/22 school year, dismissal is at the same time for all students. Dismissal on Mon/Tue/Thurs/Fri is at 2:40. Early release is every Wednesday at 1:25. Please note below, we have adjusted our dismissal procedures.</td>
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| How do I pick-up my TK/Kindergarten student? | TK/Kinder Dismissal  
• Students will be dismissed from the TK/ Kinder gate  
• Siblings of TK and Kinder students will go through the TK/Kinder playground area and find their siblings.  
• Driving families will enter the loop and show the “apple paper” with their child’s name and teacher; student names will be called on the radio  
• Students called will then exit through the TK/K gates to their vehicle  
• Walking Families will wait at the sectioned off coned area near the driveway entrance and show the “apple paper” with their child’s name and teacher. Student names will be called on the radio and then dismissed to the family  
• TK/Kinder Bus Riders will be escorted to the bus lanes by a Noon Supervisor |
| What does dismissal look like for bus riders? | Bus Rider Dismissal  
• TK, Kinder, and First Grade Students will be escorted to the bus loading zone by a staff member  
• Students will walk directly to the bus loading area through the bus gate  
• Students will wait to board the bus  
• Siblings will meet at the bus zone |
| How are students who walk home dismissed? | Walker Dismissal  
• Students will be expected to exit campus and proceed directly home  
• Students will be using the front gate, bus gate, and back gate to exit, depending on their route home  
• Students are not to loiter on school grounds |
| Where do I go to pick up my child if driving? | Vehicle Pick Up  
• Upper grades 4-6 will be picked up at the back gate. **Note this is new to our procedures.** Upper grade students with |
primary grade siblings are to meet in the front area and wait for pick up there.
- Primary grades 1-3 will be picked up in the front entrance.
- Primary grade students with upper grade siblings will wait for their siblings in the front for pick up.
- As cars enter the driveway zones, students will begin to walk to the car
- Students will enter their car once it is stopped at the curb

| Can I park and wait for my students at the gate? | No, we are asking that all students be picked-up through the driveway loop or walk home. |

### Helpful Tips

**Arrival and Dismissal will be very busy the first few days of school. To help ensure a smooth process, we are asking for your help. Please:**

- Exit/enter cars with masks/backpacks/lunches/etc. ready to go when coming through the pickup/dropoff areas
- Stay in your cars; no parking in the parking lots
- Plan ahead of time with your child how they will be leaving school. Make sure they know where you will meet if picking up, walking, etc.
- If your child is taking the bus, make sure they know their bus/route number.
- The office is closed during arrival and dismissal times; office is available by phone during these times.

Thank you all for your help in making this run as smoothly as possible. We look forward to having all of our students back on campus!

| Where is drop off/pick up for families that use Kidd Street/LaPetit/Private Service? | Students will be dropped off and picked up at the bus gate |

| What are the protocols for students who go to Catalyst Kids? | Arrivals: LME staff will escort students to campus between 7:50-7:55  
Dismissal: Catalyst Kids staff will meet students at the lunch tables; TK/Kinder students will be picked up by Catalyst Kids staff |

### Office Hours

| What are the office hours? | Phone Hours are from 7:45-4:00  
In Person Hours are:  
  ○ M/T/TH/F  8:20-2:35 and 3:00-4:00  
  ○ Early Release Wednesdays 8:20-1:20 and 2:00-4:00 |