



**Fort Sanders Educational Development Center  
2020-21  
COVID-19 Parent Handbook Addendum**

The provisions in this document will override some of the rules, regulations and expectations listed in the 2020-21 Fort Sanders Parent and Student Handbook. These changes will be in place until further guidance from Knox County Schools, the CDC, and/or Knox County Health Department release different guidance.

We ask for your patience, flexibility, and grace as we open school during this unprecedented time in our world. We have a very diverse group of amazing students at The Fort. Part of this diversity includes students with varying degrees of disabilities and significant medical needs. We believe all children should have the opportunity to attend school in a welcoming and safe environment. Out of respect for our unique population, we will be extra diligent in screening students for fever or other signs of illness during this pandemic. Please understand that we know it is straining for parents to stay home or leave work to pick up a child early at school. However, to be extra sensitive and cautious for all our students, these decisions will be made by our school nurse and administrators, and will be non-negotiable.

Please review the following information carefully. We encourage you to contact school administration if you have any questions or concerns. Thank you for being partners with us in your child's education. We are grateful for the opportunity to work with your family!

### **Arrival and Dismissal:**

Student drop off time is from 7:30AM to 7:45AM.

One parent/caregiver will walk your child to the designated door. All adults should wear a mask. A staff member from your child's class will greet your child at the door, check temperature and sign your child in for you. Children will enter the building under the supervision of a staff member, and parents will depart. If a family is approaching the building in front of you, please wait at least 6 feet behind them for your turn.

No parents will be allowed to enter the building during the drop off window.

Late Arrivals: If your child arrives after 7:45, please come to the main entrance on 21st Street and ring the buzzer. A staff member will greet you at the door, take temperature, sign your child in and walk them to class. Late arrivals will only be accepted through the main entrance.

Dismissal will operate the same way as arrival. At 1:10, staff will escort children to the same designated door. One adult may come to pick your child up. Adults should wear a mask. Please line up 6ft apart from each other. Remember to bring your ID with you. Anyone picking up a child must be listed on the child's emergency contact list. No exceptions. Staff will wait at the designated door until 1:25. Please arrive on time to pick up your child. If you are late, please call the main office so a staff member can meet you at the designated door with your child.

Early Dismissal: No early dismissals will be permitted after 12:45 to allow us to have a smooth regular dismissal time. If you need to pick your child up early, please call the main office (594-5035) upon arriving in the parking lot. We will bring your child to the main entrance door on 21st Street, sign them out, and dismiss them.: Please bring your ID with you.

### **Temperature Checks:**

All staff and students will have their temperature checked upon arrival to school. Anyone who has a temperature of 100.4 or greater will not be permitted to stay in the building. If your child rides the bus and was unable to have their temperature checked prior to arrival to school it will be checked before entering the building. If your child has a temperature of 100.4 or greater at any point throughout the school day he/she will be isolated in the school clinic with a staff member and parents will be contacted to pick up at school.

### **Special Transportation:**

Students who receive special transportation services through their IEP will have their temperatures checked before boarding the bus each morning when possible to safely do so. Bus drivers and bus attendants will be wearing a face covering. Any child with a temperature at or above 100.4 will not be permitted to board the bus.

Students should wash their hands with soap and water at home before boarding the bus. Students who are able should wear a mask when riding the bus.

### **Visitors:**

No volunteers or visitors will be permitted in the building at this time.

Anyone needing support through the school office should call the office and make an appointment.

### **Hand Washing:**

Children will complete the hand washing routine upon arrival, before meals, after restroom breaks, and multiple other times throughout the day. Please practice and encourage proper hand washing practices at home.

### **Water Bottles:**

Water fountains are closed at this time. Please send a labeled water bottle with your child each day. We do have bottle filling stations available to refill as needed. Please wash your child's water bottle each evening and send it back each day. If you need a water bottle, please let your child's teacher know.

### **Masks/Face Coverings:**

Knox County Schools Connect Reopening Plan states that all staff and students should wear a mask when social distancing is not possible. An appropriate face mask is defined as one which covers both the nose and mouth. Many young children are unable to wear a mask properly. Please practice and encourage your child to wear a mask at home. We will not force any child to wear a mask at school, however, it is strongly encouraged when possible. Parents do have discretion to determine if masks are appropriate for their preschooler or not.

Please label your child's face covering with his/her name. You will also be responsible for washing your child's mask. We do have some face coverings available. Please let your child's teacher know if you need one for your child.

Adults will wear a face covering anytime they are traveling throughout the building or when they are unable to socially distance in the classroom.

### **Meet and Greet**

Our goal is for you and your child to feel comfortable and welcome at school. Having an opportunity to come visit their classroom in advance is very important for many children. Your child's teacher will contact you in August to offer a time for a "meet and greet." You will be given the option to do so in person or virtually. If you choose to have an in person "meet and greet" your teacher will schedule a time to visit when no other parents are present. Please do not bring siblings, other family members or friends.

### **Family Engagement Events:**

Fort Sanders typically offers several parent engagement events throughout the year. These are suspended until further notice. We are exploring ways to provide engagement opportunities virtually.

### **Attendance:**

Regular attendance is important to develop good school habits early and to benefit fully from routine and instruction. However, we realize there may be times when you are uncomfortable sending your child to school due to COVID-19. Preschool is voluntary and always a parent choice. Parents have the authority to stop accessing preschool or special education services at any time. Please contact your child's teacher or school administration if at any time you need to withdraw your child.

### **Parent Conferences and IEP Meetings:**

Collaboration with families is critical for school success. We will offer parent meetings and IEP meetings via phone conference or virtual platform (such as Zoom or Microsoft Teams).

Parents who would prefer an in-person IEP meeting must adhere to these guidelines:

- Parent will wait in their car before the meeting.
- A staff member will call the parent when it is time to come in and ask screening questions.
- Parent will be asked to bring their own pen.
- A staff member will take the parent's temperature before entering the building.
- Masks will be worn by all adults.
- If a meeting is held in person, only one parent/guardian may attend. Other participants may participate via phone conference or virtual platform.
- The meeting will be held in a space where participants can appropriately socially distance.

### **Classroom Environment:**

Each classroom will take measures to ensure a clean and safe environment. Classroom rugs, soft materials, dress up clothes, and stuffed animals/toys will be removed during this time to eliminate items/areas that are difficult to disinfect.

Each child will have their own labeled personal box of materials (glue, scissors, crayons, etc) to eliminate "community style" sharing of materials. Materials will be disinfected and replaced as needed.

Social distancing measures will be encouraged in the classroom; however, keeping young children apart is very difficult. Please understand that staff will encourage social distancing to the extent possible. No school wide gatherings will take place at this time.

### **Meal Times:**

All Fort Sanders students have access to free breakfast and lunch. Meals will be served in a "grab and go" style packaging with plastic flatware. Students will utilize the cafeteria/classroom for meal times while practicing social distancing (limit 3 students per table).

Extra sanitizing measures will be used between meal times.

### **Emergency Closure:**

If state or local government or Knox County Schools issues an emergency school closure due to COVID-19, access to teacher consultation, activities and resources will be provided. No virtual option will be provided for preschool aged students.

For students with IEPs, your child's IEP team will work in collaboration with you to determine the best way to serve your child during an emergency closure.