

COMMACK UNION FREE SCHOOL DISTRICT
COMMACK, NEW YORK 11725

BRIAN SIMPSON
Principal

INDIAN HOLLOW PRIMARY SCHOOL
151 Kings Park Road
Commack, New York 11725

August 2020

Dear Parents/Guardians of Indian Hollow Students:

The Indian Hollow Family is extremely excited to welcome back our students for the 2020 – 2021 school year. Although this year will be different, we are looking to make the best of what we have and show everyone we are strong. First, I personally want to thank all of you in advance for your support and patience as we open this fall. Our school year will begin on Monday, September 14, 2020. Class placements will be live on the Parent Portal on Monday, August 31, 2020. In addition, please input your Emergency Contact information prior to the start of the school year into the Parent Portal. Below, I will attempt to outline our protocols and guidelines.

Arrival:

- As stated in the **Commack Re-Opening plan** on the **District Website** parents will be required to complete an online health screening form which is necessary to determine if their child(ren) may attend school. This must be completed prior to the child's arrival on the Indian Hollow grounds.
- Doors will open at 9:25am. Parents will drop off students at this time. We will be utilizing two doors for student drop off. All walkers, regardless of the door of entry, please utilize the crosswalk from our front parking lot. Parents of our kindergarten and first grade walkers will enter through the front kindergarten door. Students in second grade will enter through the main lobby. Please maintain social distance and wear masks while in line. Parents/Guardians please use the front lot and the playground lot for parking. Parents/Guardians will escort their child(ren) to the door. Students will pass through a temperature scanner and proceed to their classroom. Parents/guardians with multiple children can bring their children to the youngest child's entry point if they choose. As district protocol dictates, in the event that a student has a temperature over 100 degrees, he/she will need to be taken home and the parent should contact the school nurse for guidance.
- Buses will dismiss students to the Main Lobby entrance, (front of the building). They will wait in a designated bus line. Students will pass through a temperature scanner and proceed to their classroom. As district protocol dictates, in the event that a student has a temperature over 100 degrees, he/she will be escorted to an isolation room and evaluated by the school nurse and parents/guardians will be contacted.
- In years past, parents would gather in front of the school on the first day. Due to COVID-19 restraints, this will not be possible.

Dismissal:

- We will begin dismissal at 3:00pm. All walkers will dismiss from their classroom utilizing a staff runner system. As classrooms “clear”, the pace of dismissal will increase. Please practice social distancing and wear a mask while on line at your child’s dismissal door and please be ready to show proper identification.
 - Grade 2 will dismiss from the grade 2 door
 - Grade 1 will dismiss from the main lobby
 - Kindergarten
 - Rooms 1, 2, 3, 4 & 5 will dismiss from the backdoor of the classroom
 - The other remaining sections will dismiss from the kindergarten door.
 - Siblings and group pick-ups will be staged internally so parents/guardians need to only go to one door. Siblings will be picked up from the younger child’s door.

- **All individuals picking up a student or students must show their ID at all times and must be designated as a walker pick up for the student.** Arrangements may be made with the Main Office on the morning of the pick-up and must be in writing.

- Students begin to board buses at 3:30pm.

Lunch/Recess:

- Lunch menus can be found on the school website. You can pre-pay your child’s lunch rather than sending them in with money each day. If you choose to pre-pay there is a link on the website under the “Parents” tab.
- Students will be eating in the classroom.
- Please visit the following link for district’s updated Allergy Plan as some changes have been made <https://www.commackschools.org/Downloads/AllergyManagementPlan2020-2021.pdf>
- Students will be allowed to bring small toy items to school for play during recess. Some of these items may be a small bag of Legos, small doll, or other small toy. No sharing of toys and no electronics. Please label all items. My motto has always been, if you really love it; leave it at home in case things are broken or misplaced.

Other Important Information:

- Bus passes will be mailed home to all eligible students by the transportation department. Please note we do not mail home class placements. Class placements will post to the Parent Portal on Monday, August 31, 2020. In addition, please input your Emergency Contact information prior to the start of the school year into the Parent Portal. A separate letter will be mailed home next week with name tags for the first week of school.

- On Thursday, September 3, 2020, you will receive a link to a virtual building visitation. We will take families through what they can expect Indian Hollow to look like and outline the protocols and guidelines.

- Medication drop off will be Tuesday, September 8, 2020 from 9:30AM – 11:30AM. Please come to the Main Lobby entrance as drop off will take place in the front breezeway with our school nurse.

- On Thursday, September 10, your child's classroom teacher will be inviting the students to a Welcome Zoom between 9:00 – 11:00am. The link will be posted on the teacher website, which is available through the Commack School District.
- All orders of pre-packed supplies will be labeled and in your child's classroom the first day of school. If you opted for remote learning and ordered pre-packed supplies, PTA will contact you.
- On September 13, 2020, a Primary Principal Read Aloud link will be emailed home for all of the students to enjoy.
- On the evening of Wednesday, September 23, 2020, we will have our Virtual Open House. On that evening, you will have the opportunity to meet with your child's team and learn about your child's educational program. More information regarding specific grade level times and Zoom links will be forthcoming.
- If you have any further questions regarding opening day protocols, please refer to the District website.

We truly are looking forward to a productive school year. As always, the safety and well-being of the District's students, staff and families is our top priority. Should you have any questions or concerns please feel free to contact me.

Be well,
Mr. Simpson and the rest of your IH Family

