



Welcome Back Parents,

I know you are as excited as we, to have your children returning to school, and finding a sense of normalcy again. We have been very busy planning the New Year with a return to a new way of life and how things are done at school. Please be patient with us as we follow the guidelines provided by the state and the school system. I want you to feel comfortable to **call me** at any time with concerns. The school's first priority is the safety of your child along with their love for school.

The following schedule will give you a small view of your **child's day** at school.

8:05-8:35 Students will be met at busses/cars by support staff members and administrators in order to provide instructions on how to get to class. The lunchroom staff will be in the hallways to provide grab and go breakfast for those who have chosen to eat with us. The students will proceed to the classroom where their teacher will greet them at the classroom door and take a temperature check along with a health screen.

8:35-3:35 Instructional time, short recess, art, music, library, PE, virtual field trips, virtual cultural experiences.

Lunch Time will be as following: Lunch monitors will serve the students their selected lunches in the classrooms. Menus will be online monthly for you to select your child's breakfast and/or lunch choices. **Please go into each month, select your child's choices and pay any payments owed on my payments plus.** You will find all of these accessible items **under cafeteria** on our school website.

FOOD provided by parents-All food provided for our students coming from outside the school, must be individually wrapped by a food company and cannot be provided by an individual. (This does not include a student's lunch. Please speak with your child and instruct them to not share food with other students.)

Dismissal

Car/Walking students will be dismissed at 3:30. If you are walking your child home, please let your teacher know and we will place them on the bench beside the cafeteria entrance. You may take them as soon as they are brought to that area as long as you have your car line/walking lime green sign. These signs will be given to you in your child's packet the first day. **PLEASE DO NOT PARK ON CAMPUS TO PICK UP A WALKING CHILD. NO PARENTS ARE ALLOWED TO PULL INTO THE BUS AREA IN THE BACK.**

Car line will begin once walkers have been dismissed. Car line will contain benches of static grouping areas and also **includes 6 loading areas.** You will proceed into the campus in three lines. **Alternating lines** from our parking area and the circle area will provide us with the ability to pull as many cars off the highway and eliminate the disruption of Abita traffic.

Once you see Ms. Stogner, who is calling the students to the loading area, you will hold your sign out the **driver side** window so I will be able to call your child to their loading spot. I will signal you the numbered spot you will retrieve your child. You will allow the person at that spot to put your child in the car and **pull forward** to the area by the front building to the right to buckle your child if they are unable to do so.

Bus riders will be called to the loading areas (which is divided to meet static grouping guidelines) once car line students have been dismissed. They will remain in the classrooms until called to the bus areas. Buses will load one at a time depending on their arrival on campus. All **bus riders will be provided a bus tag** containing the child's name, the bus number, and the child's address. This will ensure the bus driver is aware of the child's information needed to safely deliver them. Due to limited bus capacity, **no students may have other students** ride home with them. Bus stops are

strictly enforced to ensure students to go to their home or their caregivers. **NO CHANGES WILL BE MADE UNLESS IT IS AN EMERGENCY AND APPROVED BY ADMINISTRATION. PLEASE PLAN ACCORDINGLY.**

Due to COVID 19 guidelines, **no visitors** will be allowed in the school areas except the office. All Visitors **must call** the front office for admission to the school 985-892-8184. (Office phone number.) Please **limit check outs** as much as possible. We will not check out children **after 3:00** so dismissal may be done at a safe distance from others. This will be strictly be enforced due to Covid guidelines.

Sickness-We ask that you keep your child home if they show any signs of Covid related symptoms. We will have two areas for students in case they become ill. One if we feel it may be Covid related and one for small accidents/incidents or students may just have other areas of need.

School T-shirts may be ordered through PTA. **An order form will be sent with your child within the first week.** This form will also be accessible soon on the PTA website page. Your PTA president will be Mrs. Mary Mochon. You may reach her at 985-276-2772.

Mask

State and school board guidelines mandate 3rd grade students to wear a mask at all times. We will allow the students to have mask breaks through outside walks regularly.

We are asking that all students wear a mask to and from school for the safety of our students. This is **not required**, but a safety feature that we would like to add to support our distancing **during arrival and dismissal.** It will also help since we are taking so many steps to ensure static grouping within the school day.

The first day of school is always an exciting day for your child. Unfortunately, during these unprecedented times of COVID 19, **we must ask you to remain in car line and drop your child off to a staff member** in the 6 unloading/loading areas of the front of the campus. We ask that you not park and try to walk your child to the front area. The parking area is **closed** during the morning car line/after school dismissal at this time.

Things Ms. Stogner needs you to do.

- 1) Please go online and **fill out a free and reduced application.** We receive money through Title 1 for this application process. (VERY IMPORTANT)
- 2) Please **fill out your child's breakfast/lunch** menu at the end of each month for the next month!
- 3) Please **label all of your child's items** with a black permanent marker.
- 4) Please fill out an emergency card with numbers that you can be reached. Add the schools number, your child's teachers number if provided, and my number to your phone list so that you **know when we are calling.** School 985-892-8184 Ms. Stogner 985-373-4380
- 5) Please help your child learn to **wear a mask**, their **teacher's name**, **buckle** their seat belts, learn their **address**, and **your phone number.**
- 6) Please help your child also learn to tie shoes and bathroom procedures.
- 7) Please only put items in a child's lunch box that **they can open.**

I am very blessed to have the most unbelievable staff and administration support. Mrs. Clark, Mrs. Holliday and all of the staff at ASE are here for you. We want you to know that we truly care and will always treat your child as if they are one of our own. Please feel free to call us with your concerns and we will address them as quickly as possible. Our world is busy, but our first priority is your child and their safety. Once your child knows that we love and care about them, learning will become an easy task.

With love and respect for each of your families, I welcome your child to the best school in the parish.

Ms. Stogner