

Welcome to the 21-22 school year at Cork Elementary, Home of the Cougars!



I know that this continues to be a challenging time for all of us, but I want to assure you that our teachers and staff are ready to serve your children and we are all looking forward to welcoming them back into the classroom! This letter is intended to provide some basic information about our school's policies and procedures.

**Homeroom Teacher:** Your child will receive a post card with “back to school” information on it. The QR code directs you to our website and from there you can determine your child’s teacher. He/she will be reaching out to you before our “Meet and Greet” on Friday, August 6<sup>th</sup>. Please note that parents and students are divided by last names into time slots to minimize the number of people on campus at one time. Please adhere to this schedule as much as possible to keep us all healthy and safe.

**First day of school:** The first day of school will be Tuesday, August 10<sup>th</sup>. Instruction begins daily at 7:40 and all students should be on campus by 7:35 to prevent instructional loss.

**Campus Access:** Visitors on campus will be restricted and will be scheduled in advance.

**Visitors:** As noted previously, parent visitation on campus will be very limited due to COVID-19 and for safety/security reasons. Parents are no longer allowed to walk students to class. I know this may be stressful for some, but I assure you that our staff will take very good care of your children and we have planned for extra adult supervision on campus to help during the first few days.

**AM Student Drop off (Pre-K - 5 Students):** Student drop off will remain much the same. The drop off time will be from 7:10-7:38 in the back of the school for all Pre-K - 5 students. (See next section Head Start student information). Please turn right off of Cork Road (**entering only from the north as left-hand turns from the south are not permitted and U-Turns around the cones on the street are illegal and subject to fines from HCSO**) onto the road next to the red brick building (not the church’s parking lot). Follow the signs to the designated area. Please **do not drive or park** on the bus ramp that is parallel to Cork Road. ONLY buses are allowed on the ramp in front of the school. After 7:38, cars will be directed to the loop in front of the main office. Students will need to remain in the car and wait for a staff member to assist with the tardy process. This could be a very lengthy process, so please make every effort to be on time. **Parents are not allowed to park and walk their child up to the school or to class. Parents, you must remain in the car at all times. This will increase the amount of time in the car line, so please make note of this change and plan your morning accordingly so that you will not be late.** Also, we ask that you work with your child to make sure they have their backpacks ready to go and can open the car door as we will not be able to assist with getting them out of the car.

**AM Student Drop off (Head Start):** Head Start students will be dropped off on the bus ramp. Please wait for all buses to depart before pulling up to the bus ramp to drop off your child to his/her teacher.

**PM Student Pick up (Pre-K - 5):** Drivers must pull up to the farthest car loader available. Do not stop where you see your child. They will be directed to the appropriate position for loading. Please pull forward close to the vehicle in front of you while waiting. Generally, on the first few days of school, our car line will take a long time as everyone learns the procedure. After the first week, it usually gets much quicker and we will finish by 2:10.

**As in the morning, parents must remain in their cars and go through the pick-up line to get their child. No one may walk up and pick up their child during active dismissal.**

Please note that a student's mode of transportation home should remain the same daily, but if an emergency arises, a written note is required for a change to be made. If you need to pick up your child early, you must sign him/her out through the office prior to 1:30 Tuesday through Friday and prior to 12:30 on Mondays. If you are picking your child up early, please walk up and buzz the main office. This will require that you present a photo I.D. We will bring the sign-out slip to you and ask you to wait outside while we get your child from class.

**PM Student Pick Up (Head Start):** Head Start students will be picked up on the bus ramp after the buses depart beginning around 2:15. **Again, parents, no one may walk up to pick up a child. You must remain in the car line.**

**Breakfast & Lunch:** We will serve breakfast in the morning from 7:10-7:35 at no charge to students. The cost of lunch is normally \$2.25, but for now it is also free to all students. As this may end, please complete an online Meal Benefit Application (for free/reduced price lunches) at <https://www.hillsboroughschools.org/Page/3734>. Once payments are required again, you may pay in advance online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). You will need your child's student number when you pay online. For the first three weeks of school, we will not be offering a snack option with lunch. After that point, we will introduce a limited menu of one different snack each day.

**Parents and guests are not allowed to eat either breakfast or lunch with their children.** Also, parents, if your child brings lunch from home, please make sure they are able to open the packages and items you send.

**Volunteers:** We love our volunteers and still need your help, but right now volunteering will look different. Volunteers will be allowed on campus once we have completed arrival and students are securely in class. We also have many things you can do to help from home. Please contact your child's teacher to determine how you can help.

**Masks:** For all students, staff members, and visitors, masks are optional. Masks are highly encouraged for anyone who has not been vaccinated.

**Water Filler Stations and personal supplies:** Our water fountains have been replaced with water filling stations. Students will be provided with one water bottle, but will be asked to bring a water bottle from home to drink during the day if that one is lost or damaged. Also, students should have a pouch or pencil box where they can keep all of their daily supplies as they will not be sharing supplies in the classroom.

**Safety Procedures:** There will be many safety procedures that we will use in the classroom and around the school. This will include frequent handwashing, cleaning desks, walking in straight lines with hands to themselves, and social distancing whenever possible. Please spend a few minutes with your child to discuss why it is important that they follow the expectations. We want everyone to stay healthy!

**Movement:** Movement around the school will be limited. However, movement between some classes and specials will occur. All students and staff will follow established safety guidelines for movement which will include cleaning desks between student use. Students will be asked to help with this cleaning process and will carry all of their personal supplies with them from class to class as there will be no sharing.

**The Clinic:** We have established a separate clinic room which will be used for students with a fever or any flu-like/COVID symptoms. Parents will be contacted immediately, and we ask that you pick up your child ASAP if they display these types of symptoms.

**Home Check:** Please check in with your child every morning before going to school and if they are running a fever or not feeling well, please keep them at home.

**Buses:** If your child rides a bus there will be very clear safety procedures in place. It will be very important for all students to follow the bus rules but especially the ones that require them to stay in their seats and keep their hands to themselves. Please speak with your child about the importance these rules play in their safety during the ride on the bus and in keeping safe from the COVID virus.

**Special Activities.** At this time, any special activities such as chorus performances, family nights, or field trips are on hold. We are hopeful that this will change in time but for now, we must follow the district guidelines and CDC recommendations.

Thank you for taking the time to read through this detailed explanation and please know we appreciate all of your support as we open this year. I hope that I have answered some of your questions, but of course, you may have more. Please feel free to call our main office at (813) 757-9353 if you have any additional questions or concerns.

With Cougar Pride,

*Sherri Black*

Principal  
Cork Elementary School