

Good afternoon everyone,

A decision has been made to reopen Trinity Academy on Monday, October 5th, 2020 for in-person learning. If you have opted to keep your child virtual, **please still read through this message to learn more about our reopening plans.**

We will hold in-person classes on Mondays, Tuesdays, Thursdays, and Fridays from 8:15am-2:40pm. Wednesdays we will be keeping our virtual learning schedule from 10am-3pm. Students will be required to bring their Chromebooks to school **every day** to help smooth the transition between online and in-person learning.

To ensure the safety of everyone, please adhere to the following:

1) Students will **not** be permitted into the building until **8:15am. No early drop-offs. Students must have a mask to enter the building.**

2) Upon arrival, all students will have their temperatures taken. If a temperature is **99.5 or higher**, the student will be **IMMEDIATELY** sent home. If you are dropping off your student(s), please wait to make sure they enter into the building before driving off. If your student is busser and comes to school with a fever, they will be held in the nurse's office/quarantine room until you arrive. **Students will need to be picked up within 30 minutes if you receive a phone call home.**

3) We will have a nurse on site from 8am-11am every day. If she deems your child is showing **any Covid-19 related symptoms** (see attached) **she will call home immediately and you will be required to come pick up your student within half an hour.**

4) For pick-up, which is **promptly at 2:40pm**, students will be grouped by grade outside of the building. **You must come out of your car, walk up to your child's class, and make sure that your child's teacher checks him/her off on their roster before leaving with your child. Your student will not be released unless a parent/guardian comes directly to pick them up with their class.** Please find your child's class by looking for their classroom sign, which will be held by their teacher. (Example: 4th Grade, Mr. Krause.) **Per Church orders, we are required to be completely out of the building no later than 2:45pm so that cleaning can commence.**

5) If a student, staff member, church staff member, etc. contracts Covid-19, **we will have an immediate shut down for 14 days (two weeks).** That means if we learn that someone has tested positive for Covid-19 at 10am, the shutdown will happen **right at that time -- NOT at the end of the school day.** Alternatively, if we learn that a student, staff, etc. has come in contact with someone who has tested positive for Covid-19, **we will have an immediate 14 day (two week) shut down.** Please see the attached Waiver/Consent form for more details.

6) I have attached a Protocol Breakdown List to further explain the steps we have taken, and will continue to take, to ensure the best possible safety for everyone at Trinity Academy. **Please review this** for further information.

7) **Regarding uniforms**, we require green polo shirts and khaki bottoms, skirts, dresses, etc. Polo shirts and sweatshirts will be available for purchase the first week of school. Polos are \$10; sweatshirts are \$15. You are welcome to call the school next week to place an early order, but we only take cash or a check made out to Trinity Academy. It's okay if your student doesn't have a uniform shirt the first couple days of school, but please make sure they come in khaki bottoms and a solid-colored shirt.

As always, feel free to contact the school with any questions or concerns. Thank you for your patience, support, and teamwork that has helped to make this transition possible.

Kind regards,

Allison

(860) 251-8337