



8/31/2020

Dear Gateway College Prep Community:

We will be starting our on-campus learning for those families that chose this option on Wednesday, September 9th as regularly scheduled. We are excited to see our students as we take a big step in the right direction. We wanted to share information with our families to prepare for learning on-campus.

Materials Pick-Up and Drop-Off 9/3 - 9/4 (Drop-Off School Supplies for On-Campus Learning)

The second round of elementary curriculum and materials pick-up will take place on Thursday 9/3 and Friday 9/4 from 8am - 4pm. This will run exactly as it did a few weeks back. Parents will pull around to the circular drive in front of the new learning center and teachers will be there to assist you. We are also adding school supplies drop-off to this option. We ask families that are starting in-person learning drop off their supplies early. All students in grades K-8 had school supply lists that are posted on the homepage of our website (Click [Here](#)). We also will accept any gloves or extra disinfecting wipes that you may have as supplies are hard to order in bulk.

Attendance

The only students that are allowed on campus are the ones who chose the in-person option. Any students who did not choose this option will be taken to the front office and the parent will need to pick them up. Teachers will take attendance for students who are at school the same way they always did. They will call out their roster and mark students who are in front of them present. They will then look at their zoom call and mark any student who is on the zoom call present as RA2. Any student who misses the zoom call and is not present at school will be marked as unexcused. As long as you follow the teachers instructions for work submitted for attendance by midnight of that day, your child will change to RA3 on their attendance code as present the next morning.

Pick-Up Numbers

All students will be assigned a pick-up number that will need to be displayed in the window of the family's car. Elementary students will be issued a car tag to hang from your mirror. We simply ask that parents display the numbers of the students they are wanting to pick up within view through their windshield. These numbers will be distributed this week by emails from elementary homeroom teachers, and the secondary administrators. Please check your email this week and make sure to have your number ready.

Drop-Off Procedures

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Students may not be dropped off before 7:15am. Only students whose parents chose the in-person option will be allowed to come to campus. All drop-off will be in the circular drive in front of the new learning center. Parents with athletes who have morning practice will still drop-off their athletes by the gym, and the coach will be taking their temperature and checking for symptoms. However, you may not drop off your non-athletes there. You must pull around and drop them off in front of the learning center. The drop-off area will be supervised by staff members from 7:15am until 8:30am. The staff members will be screening students and asking them if they have had any COVID symptoms, been in close contact with anyone that has tested positive, or has tested positive themselves. It is necessary you keep your child home if the answer to any of these questions is “yes” and notify your head of section. Staff will also be making sure that your child has a face covering on when exiting the car as they will not be allowed to enter the school without their face covering. We will not be taking temperatures at the time of arrival, instead we are requesting parents to self-check their child(ren)’s temperature prior to coming to school. We will be doing a mid-day temperature check.

Students in K-4 will go directly to their classrooms. Students in grades 5-12 will go to the courtyard (or cafeteria in inclement weather) from 7:15am - 7:45am. These students will be able to go to their classrooms at 7:45am when the secondary teachers arrive. Anyone who is dropped off after 8:30am will need to check in the Student Union, sign in, and be screened by front office staff.

Pick-Up Procedures

School ends at 2:50 pm for elementary (K-4) and 3:35 pm for secondary (5-8). Families picking up their elementary students will start to make a line of two lanes in front of the Student Union entrance. If the 2 lanes back up to the entrance, cars will pull forward and make a single file line wrapping around the gym parking lot. At 2:50pm a staff member will start recording the pick-up numbers displayed in the windshield of each car on their device. The staff member will allow the cars to pull forward after they have entered the numbers of the students. As the staff member enters the numbers, the student’s name and grade will be instantly displayed in each classroom, and students will exit in the order the cars arrived. Any student in grades K-4 that has not been picked up by 3:20 pm will be taken by a teacher to the cafeteria for after school supervision. Parents will then need to park in front of the Student Union and take their pick-up number to the entrance of the Student Union. They will show their number to have their student(s) released to them.

Families who are picking up their secondary students in grades 5-12 will make 2 even lines in front of the Student Union entrance and follow the same procedures that elementary did. As soon as elementary pick-up is complete, a secondary staff member will enter numbers and allow cars to proceed to the pick-up area. Any student who is not picked up by 4:00pm will be taken to the library for after school supervision. Parents will need to park in front of the Student Union and show their students’ pick-up number to have their student(s) released.

[Pick-Up Map](#)

After School Supervision

We will provide after school supervision for students in grades K-8. Students in grades K-4 will be socially distanced in the cafeteria. They will have time to go outside and take mask breaks along with homework time. We encourage families to send their own arts, crafts, and/or entertainment for their child(ren) because we can’t share supplies between the kids. We will provide individual pre-packaged

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snacks for students. There will be no clubs offered for the first nine-weeks, but we will begin making offerings starting on October 19th.

Students in grades 5-8 will be in the library and will also have time to go outside and take mask breaks.

Links listed below can be found on our after school supervision website under the parents tab (click [here](#))

[K-4 After School Supervision Expectations](#)

[5-8 After School Supervision Expectations](#)

[ABC Registration to sign up for After School Supervision](#)

Breakfast and Lunch

Breakfast and lunch will be an option when students return to school. However, it will be available by pre-order only. You will order breakfast and lunch separately by filling out an order form that is due by Friday at noon for the upcoming week. Orders will not be accepted after this time. Students will need to bring their lunch if the deadline is missed for ordering lunch.

There are only two ways to pay. One is by charging to your PayPams account. The other is by leaving cash or check in a sealed envelope with the student's name and grade on it in the drop box in the Student Union foyer. Information about PayPams, and the breakfast and lunch order forms can be found on the Food Services homepage under the parent tab on our website (Click [Here](#)).

Your order form will be printed and stapled to your child's breakfast or lunch to verify the order. Breakfast will be delivered to the student's homeroom in K-4 between 7:15am and 7:45am. There will be a grab and go station in the cafeteria for students's breakfasts for grades 5-12. Breakfast that is not picked up by 7:45am will be delivered to the child's pod for teachers to distribute. Lunches will be delivered to students in grades K-12 as they will be eating in their classrooms.

Technology

Students in grades K-4 who checked out a device will need to return their device if they have chosen on-campus learning. The deadline for returning the device is Friday, September 11th. In order to return a device use the same method that you used when checking out the device by pulling in front of the student union and emailing gcps.pickup@orendaeducation.org.

Sincerely,



Benjamin Boorman
Head of School

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