

Dear On-Site Support Families,

In our continuing effort to support the community, Sage Academy has worked to provide an On-Site Support opportunity. All programs will follow the latest pandemic guidance for safety and hygiene protocols. Please review the framework of operation below to make yourself aware of the expectations, guidelines and protocols for On-site Learning Support. We want all families to make an informed decision for themselves and their loved ones.

### On-Site Support Description

On-site Support is intended to provide a safe place for students to learn. Students will continue to follow their own learning schedule that has been provided by their teacher. On-site support is not a substitute for your child's classroom experience and not an alternative form of instruction. On-site support will be monitored by our staff as students work independently on the lessons and instruction provided by the student's home-school. Due to social-distancing guidelines, students will be placed in independent work areas allowing for independent learning. Space is limited and priority is given to students with academic need, English language learners, special education, foster, and those families that need a safe place for their children to complete their online instruction.

### Hours of Operation


Students should arrive no more than 15 minutes prior to their first class and leave and should be picked up immediately upon the end of their school day.

Kindergarten: 9:00am - 2:00pm  
Wednesday 1:00pm Early Release

First - Eighth: 8:30am-3:30pm  
Wednesday 2:30pm Early Release

Tardies / late arrivals will not be permitted during this time.

### ON-SITE SUPPORT - IMPORTANT DETAILS

- Students will be placed in a group and must remain in their designated spaces with the same group, each day.
- Students will be grouped by contact in a cohort\* and not always by grade level.
- All students must wear a cloth mask at all times, except when eating. 
- Students will wash their hands upon arrival and throughout the day as needed.
- Seating and procedures to support social distancing between staff and students
- Students may remain at the site during scheduled class times. Students should be picked up within 15 minutes of when the student's schedule indicates the school day is over.
- Students must return home when the lessons for the day have ended. Students not registered for aftercare who remain longer than 15 minutes following the end of their scheduled day will not be permitted to return.
- Students must bring their own supplies and materials that will remain at his/her designated workspace.
- Students must attend to their school work as assigned by their homeschool teacher(s) and follow their daily schedule.
- Students are expected to comply with all staff requests. The student will not be permitted to return if they fail to comply with the face mask or following social distancing guidelines.
- If your child is not coming in to on site support on a scheduled day for any reason please call the school before 9:00am to let the school know.
- Late arrivals will not be permitted during this time.

\*A cohort is defined as a group of students who will remain together throughout the duration of programming.

## **CHECK-IN/CHECK-OUT PROCEDURES**

### **What happens when I drop my child off?**

- All students attending On Site Support must be walked into the front office with a guardian. Do not drop your student off outside. School staff will complete a health check and verify your child has no symptoms prior to admittance into the program.
- If your child is being dropped off prior to 8:15 for 1st through 8th grade or prior to 8:45am for Kindergarten, they must be registered and signed in to before care.
- We will be practicing safe social distancing, so please keep at least six feet apart and wear a face mask in the facility. We have placed signs on the sidewalk and in the lobby to indicate safe spacing.
- Wait until the Greeter invites you into the facility.
- Use hand sanitizer on yourself and your child.
- Using the provided non-contact thermometer take your child's temperature and provide information to staff.
- A Transporter will be there to receive your child and will be confirming that your child is healthy and ready for the day. If your child has had any fever or symptoms of illness in the past 24 hours they will be excluded from school.
- Check your child in to before care at the kiosk at the front desk.
- Say good-bye to your child. The transporter will deliver your child to his/her classroom.

### **What happens when I pick my child up?**

- If your child is not staying for after care, please remain in your car, call the school office and we will walk your child out to your car. Kindergarten students should be picked up at 2:00pm (1:00 on Wednesdays) and First-Eighth grade should be picked up at 3:30pm (2:30pm on Wednesdays). Any student staying past this time, must be registered for aftercare.
- We will be practicing safe social distancing, so please keep at least six feet apart. We have placed signs on the sidewalk and in the lobby to indicate safe spacing.
- If you are picking your child up from after care, please wait outside until the Greeter invites you into the facility
- Make sure you have your ID ready
- Use hand sanitizer on yourself.
- Present your ID to the front desk staff. Front desk will call your child's classroom to prepare him/her for pick up.
- Transporter will bring your child and his/her belongings from the classroom.
- Sign your child out.
- Hand sanitizer will be available for you and your child to use as you exit the facility.

## Daily Schedule

- Students are expected to follow the daily schedule that has been provided by the teacher at the student's home school.
- The Educational Support Staff who will be monitoring student learning will monitor to make certain students are online, in their class, participating with their class, and/or completing the work they have been assigned.
- Students who consistently struggle with remaining on-task or being cooperative will have their parents notified and will be subject to possible discipline parameters outlined within the Parent/Student Handbook.

## WHAT TO BRING EACH DAY

1. Student mask (must be worn at all times)
2. Plastic bag or container to place mask when eating.
3. A reusable water bottle labeled with your child's name.
4. A Change of clothes for Kinder and First Grade Students
5. Laptop (fully charged)
6. Charger
7. Headphones / Headset with microphone
8. Paper
9. Pencil
10. A printed copy of the student's schedule and login information



**All items are necessary for your child to be admitted to On-site Support**



## Health Services

Medication must be delivered in its original package or container to the front office with authorization form.

If a student shows signs of illness a guardian will be contacted and the student must be picked up immediately.

## Breakfast / Snack / Lunch

Breakfast & lunch will be available each day and served in the students classroom.

Please notify the office of any food allergies or preferences.

Students are encouraged to bring a snack to eat at appropriate times throughout the day (based on their homeroom teacher's expectations).

An afternoon snack will be made available for those students attending aftercare.



### **COVID-19 Specific Information**

It is the responsibility of everyone attending the program to take precautionary measures to ensure all students and staff are well. If your child is not feeling well, please do not bring him/her to the program while you assess the illness. Please provide accurate information regarding your child's illness or reason for absence to allow for proper contact tracing to be conducted.

If a child/adult has symptoms, he/she will be sent home, and we will follow the most current district and county guidelines for return.

If a student becomes ill or shows symptoms of COVID-19 he/she will be isolated and the parent will be notified for immediate pick up.

### **Safety & Hygiene**

- Staff and students must wash hands upon entry to programming, before eating, and at designated intervals throughout the day. Alcohol based sanitizer may also be used in addition to handwashing
- Staff and students will complete a health screening with temperature check
- Staff and students will wear masks
- Social distancing guidelines will be followed
- Common touchpoints will be cleaned at least every two hours
- Students will not share consumables or computers
- Gloves will be worn when appropriate
- Nightly cleaning and sanitizing will take place to including use of electrostatic sprayer.
- Should an incident of COVID be identified in a classroom, parents will be notified and proper cleaning protocols will be utilized.

### ***Additional Information:***

Staff members will also be screened on a daily basis. Any staff member who indicates illness will be sent home. During this time Sage will not authorize visitors in the facilities unless prior arrangements have been made with Administration.

*We appreciate your support to ensure all students and staff have a healthy experience.  
Together 2020*