



ROCKFORD LUTHERAN ACADEMY

2020-2021 GUIDELINES & INFORMATION

Before Care

- Before care opens at 6:30 am.
- Everyone drops off at the K-5 building main entrance from 6:30-7:00 am.
- From 7:00 to 7:30 am, preschool students should be dropped off at the preschool building. K-5 students should still be dropped off at the K-5 building.
- Students in K-5 will stay in the cafeteria until they are dismissed from before care at 7:45 am. If the group is too large, it will be split into smaller groups.
- Preschool students dropped off at the K-5 building between 6:30-7:00 am will stay by the lobby. At 7:00 am, they will go to the Preschool gym. They will stay there until they are dismissed from before care at 7:40 am.
- When students are dismissed from before care, they should go directly to their classrooms and stay there unless given permission by the teacher.

Entering the Building

- Anyone entering either building on the RLA campus must have a health check. These checks will be done right outside of the entrance door or right inside the entrance door.
- During the day, anyone entering should come to the office right inside the K-5 building entrance (with the black canopy). The nurse or office manager will complete the health check.
- Please communicate with the office via email or phone call. Only parents with appointments will be allowed to enter the building.

Student Drop Off / Arrival – 7:45 to 8:00 am

- For Preschool students, the adult should park their car and walk their child into the school. Only one adult per child will be allowed in the building, and both child and adult will be health checked. Park in the spots between the two buildings or in the west parking lot. Please enter from Delcy Dr. and exit onto Springbrook through the alley drive.
- For K-5 students, the adult should not get out of the car. Please enter off of Springbrook through the alley drive, pull along the K-5 building, and have students exit vehicles at one of the 8 marked spots. The students can walk to the main canopy entrance or use the entrance at the east end of the K-5 building. To start the year, we will allow one adult per child for kindergarten and anyone new to RLA to enter the building. If you choose to do this, please park in the west parking lot and walk up to the main canopy entrance.
- If at all possible, please refrain from dropping off students between 7:30-7:45 am. We stop sending students to before care at 7:30 am, but the doors don't officially open until 7:45 am. In the past, we've had students gather at the entrance between 7:30-7:45 am, but we don't want to have a group huddled there waiting to enter.
- Please keep the line moving as quickly as possible. Students should be ready to get out when you arrive at one of the 8 marked spots and exit as quickly as possible.

Social Distancing

- Hallways are marked as one way. Sometimes that means taking the long way around. Please follow the arrows. Stairwells are also marked as up or down.
- Where lines may occur, 6' distancing marks are present. Please follow these markings.
- Students in the classrooms will be spaced as far apart as possible or will have a plexiglass divider between them. Desks will all be facing the same direction.

Masks

- Masks must always be worn when in the building. This is true for all students, parents and anyone that is in the building. Masks must also be worn outside on campus unless you are 6' apart from all non-family members.
- Students should have extra masks with them in case there is a need to change. Please have them labeled with your student's name.
- Masks should fit properly. If they will not stay to cover both the mouth and the nose, we will communicate with families the need for different masks.
- We will remind students as needed to wear their masks appropriately. If a student refuses to wear their mask properly or argues with a teacher about their mask, consequences may be awarded.
- A lanyard should be worn and connected to the mask so that when the mask is removed it is still connected to the student.

Chapel

- Chapel will occur on the same dates and times as previously. Chapel will be done via YouTube live event. Parents are invited to watch. The link will be published.

Snacks

- Each class will have a healthy snack break in the morning. Snacks will be kept in lunch boxes or backpacks. Students will get snacks from their bins and take them into the classroom for snack time.
- Lunches from home will be kept in their hallway bins.

Lunch & Recess

- Preschool – Students with a home-brought lunch will get their lunch box from their hallway bin and return to the classroom. Hot lunches will be delivered to the classrooms. Students will have recess after lunch. The preschool teachers have established a schedule. Only one class will be on the playground at a time. The playground will be disinfected between groups.
- K-2 – Students with a home-brought lunch will get their lunch box from their hallway bin and walk to the cafeteria. Students needing hot lunch or drinks will go through the line. Lunches are plated and passed to the students. Teachers will hand out drinks from the cooler. The lunch supervisor will enter the students' 4-digit Mealtime code. Students will sit at marked spots at the tables in the cafeteria. Students will go to recess after lunch. They will take their lunch box outside and set it along the building. Each grade level will have a designated area for recess.
- 3-5 – Students with a home-brought lunch will get their lunch box from their hallway bin and return to the classroom to eat. Students eating hot lunch or needing a drink will go downstairs through the line, but will return to the classroom after getting what they need. Lunches will be eaten in the classroom. Lunch boxes will be placed back in bins before going outside for recess. Each grade level will have a designated area for recess.
- Schedule for K-5 lunch:
 - 11:30 am – Grades K & 3
 - 12:00 pm – Grades 1 & 4
 - 12:30 pm – Grades 2 & 5

Bathrooms & Drinking Fountains

- Bathrooms will be used as normal, except that some sinks and urinals will not be available in order to accommodate social distancing.
- A schedule has been developed for classes to use the K-5 bathrooms. Students will still be allowed to go individually at other times.
- Bathroom doors will remain open.
- Bathrooms will be disinfected throughout the day.
- Drinking fountains will not be used. Every student is encouraged to bring a refillable water bottle to use. Two drinking fountains in the K-5 building and one in the preschool building have built-in bottle fillers. Students will be allowed to use these to refill their water bottles.
- Hand sanitizing stations will be set up at various entrances and places around the building.

In Classrooms

- Students will generally be socially distanced. However, there are times when the best educational practice is to work with small groups that cannot be socially distanced and we will do that at times.
- A hand-sanitizer station will be located in every classroom.

Enrichment Classes

- Generally, the enrichment teachers will come to the classrooms instead of the students going to special rooms.
- PE will be held outside as much as possible. When inside, the gym will be disinfected between groups.
- Students will go to the library once a week to check out books. Library activities will happen in the classrooms.

Student Pickup

- At the appropriate time, students will retrieve their items from their bins or lockers and go back to the classroom and wait to be called.
- Part time students will be dismissed at 11:30 am. The process will be done the same as the end of the day pick up. Please read on.
- For Preschool students, please park and walk up to get your child from the east end exit, just like drop off. Please enter our campus from Delcy Drive and park between the buildings. After picking up your child, please exit onto Springbrook through the alley drive. Preschool dismissal is at 2:45 pm.
- For K-5 student, parents should enter the campus through the alley drive from Springbrook. Pull up along the K-5 building. There will be 8 marked spots for pickup. Please...only have kids enter your car when you are at one of these spots. Please continue to pull forward as much and as quickly as possible. At the proper time, one or more staff people will be outside, greeting cars, and using two-way radios to call for students. Each parent will be given a sign with their student's name on it (actually we will give you 4 so that you can distribute them to anyone that might be picking up your child). Hold this sign up so that we can see which student to call. The signs are color coordinated for grade level. When students are called, they will immediately come out of the main canopy entrance. Older students may exit on the east end of the building. Please do not get out of your car. Again, students should only load at one of the 8 marked spots.

Sports

- There will be no fall sports. We are planning to have basketball starting in December. We hope to move soccer and volleyball to the spring.

Clubs

- There will be a limited number of clubs and activities. That form will be distributed when prepared.

After Care

- After dismissal is complete, remaining students will go to after-care.
- Preschool after care will begin at 2:55 pm. Preschool students will stay in the preschool gym. After having a snack, preschool students will play in the preschool gym or go outside to the playground. Parents picking up preschool students will need to park between the buildings, check out at the K-5 building and pick up their students from the preschool exit.
- K-5 after care will begin at 3:10 pm. K-5 students remaining on campus at this time must go to one of the following after care locations.
 - Student in K & 1 will report to the K-5 gym.
 - Students in grades 2 & 3 will report to the cafeteria.
 - Students in grades 4 & 5 will report to the library.

Students will be kept in groups and will utilize various spaces around the building and campus. More than one group may go outside, but will be kept in separate locations. Students will continue to wear masks during after-care unless they are outside and socially distanced. Parents picking up should pull up to the main entrance, hold up their sign mentioned in the pick-up section. The desk monitor will radio for the student who will come out and load into the appropriate vehicle. Again, please do not get out of your car. You will not need to “sign out.”

Events

- No events are scheduled at this time. We will have some virtual events this fall. Dates will be announced. We will not hold events until we can have more than 50 people in one space at the same time.

Disinfecting & Cleaning

- Teachers will have disinfectant in their room and clean surfaces regularly. If students change desks, the desk will be disinfected before the next student sits down.
- Bathrooms and common spaces will be disinfected throughout the day.
- Materials and supplies will not be shared unless disinfected between uses.

Sick Students

- Students who have a fever or multiple symptoms will be isolated and watched by a nurse or appropriate staff member until they can be picked up. This can happen at drop off in the morning or at any other time during the day.
- We must notify the Winnebago County Health Department and follow their instructions for testing, quarantining, etc. Please see Rockford Lutheran’s Health & Safety FAQ for more information.
- Students that must miss school will be given assignments and other materials to complete. The classroom teacher will communicate with the families and assist through any extended absence.

How do I receive general and emergency texts from Rockford Lutheran?

Communication with Rockford Lutheran families is very important to us. **We highly encourage families to sign up for text alerts** (in addition to phone and email alerts) in order to receive both general and emergency messages. To sign up for text alerts, simply **log onto Skyward and select “Skylert”** in the left-hand menu bar. Fill out the appropriate information and save before exiting.

Where can I find the most current information regarding Rockford Lutheran School?

FAQ sheets discussing current activities at Rockford Lutheran School may be found on the Rockford Lutheran School website at www.rockfordlutheran.org/fags/. Information on these FAQ sheets will be added and updated regularly as we receive new information.