



# Family Guide

# 2021-2022

## **Covid Safety**

It is important that all current health guidelines are consistently followed by all students, staff, and visitors to the building:

- **Maintain a social distance of three feet when possible**
- **Wear a cloth face covering/mask throughout the entire day (except for lunchtime and scheduled breaks); see below for more information**
- **Consistently wash and sanitize hands and stay home if experiencing any symptoms**
- **Other directives provided by school staff**

## **Facial Coverings**

All students, staff, and visitors must wear a mask during the school day. Of course, masks will be off during eating times, and designated mask breaks will occur during the day (just like last year). Masks will be provided if a child does not have one. Like last year, it must be an approved mask (no valves, no bandanas, no neck gaiters, no clear shields unless accompanied by a mask).

## **Daily Health Screenings**

All students and staff members must show screening results which allow them to enter the school building. Please use the [online screening tool](#) to pre-screen students before arrival. A hard copy of the health screening questionnaire can be found [here](#). If your child fails the screener, they cannot enter the school building.

## **In-School COVID Testing**

10% of our students in Grades 1-5 will be tested twice a month. Families need to provide consent for testing through their student's [New York City Schools Account](#). You can also submit consent via this [Student Consent Form](#). If you provided consent last year, you must provide consent again for the new school year.

## **Ventilation and Cleaning**

We will continue to use the same ventilation processes as last year: windows will be opened, exhaust fans utilized, and two air purifiers running in each classroom. Custodial staff will also test regularly for carbon dioxide levels, an indicator of a concentration of aerosols. Deep cleaning and sanitizing practices will continue like last year as well.

### **What If A Child Becomes Ill During the Day?**

If a child exhibits COVID-like symptoms during the school day, they will be examined by Nurse Nagila and supervised until a parent can pick them up. Parents need to understand that Nurse Nagila's decision is final; if she determines that your child needs to go home, your child will need to be picked up as soon as possible.

### **DOE Situation Room**

If a child or staff member exhibits COVID-like symptoms or has tested positive, principals must contact the DOE Situation Room immediately. The room is staffed with officials from the DOE and DOH. Once we provide them with the case information, they determine next steps. These steps may include sending students/staff in that class home for up to 10 days of quarantining. If four or more confirmed cases happen in different classrooms in one week's time, the Situation Room will investigate the spread and may close the entire school building for ten days, transitioning everyone to remote learning. We will notify families once we are provided their decision; this can be late into the evening and on weekends as well. All families need to be prepared for a last-minute switch to remote learning throughout the year.

### **Criteria for Returning to School After Showing Symptoms**

Any individual (student or staff member) showing signs of COVID-19 can only return to school when all the following conditions are met:

Received a positive COVID-19 test AND isolated for 10 days AND the individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

OR

Received a negative COVID-19 test since the onset of symptoms (the negative result must have been from a test that tested saliva or used a nose or throat swab, not a blood test) AND the individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.

OR

**Never got a COVID-19 test AND at least 10 days have passed since symptoms started AND the individual has been fever free for 24 hours without the use of medication and overall symptoms are improving.**

**OR**

**Was vaccinated against COVID-19 within the past three days AND the individual has been fever free for 24 hours without the use of medication.**

### **School Cleaning Protocols**

**During the school day, custodial staff will circulate around the building to clean and sanitize high-touch areas. The building will be deep-cleaned nightly, including the use of an electrostatic sprayer.**

### **Arrival Procedures**

**Children should arrive to school between 8:30am-8:45am. Students in Grades 2-3 should use the main front door entrance closest to First Avenue. Students in grades 4-5 should use the entrance closest to Second Avenue. Students in Classes K-A, K-D, and 1-210 should use the main front door entrance closest to First Avenue. Students in Classes K-C, 1-201 and 1-206 should use the entrance closest to Second Avenue. Upon arrival, students will report directly to their classroom. Adults will be stationed on the stairs to assist.**

### **Early Drop-Off Possibility**

**Starting in Week 2 (September 20<sup>th</sup>), families who need an early-drop off option will be able to drop off at 8:15am. Early drop-off students will sit in the gym until it is time to go to their classroom at 8:30am. We kindly ask that if you are able to send your child at 8:30am, continue to do so. We cannot have too large of a crowd of early students or we will need to suspend the early drop-off program.**

### **Breakfast**

**Breakfast will be a Grab & Go cold option. It is free of charge. No child will be denied breakfast, but we ask, if possible, to feed your child at home before school to limit the amount of food served in the classrooms.**

## **Dismissal Procedures**

Dismissal each day will be in our gym, staggered to lessen the crowding. K-2 students need to be picked up at 2:40pm and Grades 3-5 students at 2:50pm. Look for your child's classroom sign to tell you their pick-up spot. Students need to alert their teacher when they are ready to leave so every student is accounted for and is released to an appropriate guardian. At no time can a student be released to an individual not listed on the blue emergency card. You must send a note in writing or email to the teachers if you wish to send your child home with another parent. We ask for your cooperation during dismissal. Due to safety reasons, it is important that teachers are actively supervising their students. Please refrain from conversations with the teachers. Please also ensure that your child is picked up promptly. Adults picking up students are to wear a mask. We kindly ask that you pick up your child quickly and exit the building.

## **After-School Programs**

At regular dismissal time, students who signed up for after-school programs will report to their designated location. Each after-school program will follow NYC health and safety protocols. Refer to the specific program for pick-up time and location.

## **Door Alarms**

All NYC schools are equipped with door alarms that are activated during the entire school day. The alarms are on each gym door, as well as the doors on the "B" entrance/exit closest to Second Avenue. It is imperative that everyone exits from the Main "A" Entrance/Exit closest to First Avenue unless a staff member is monitoring the other doors (ex: at dismissal time). If not, the alarms will trigger, causing a loud noise and school staff is mandated to respond.

## **Emergency Procedures**

Register with Notify NYC to receive information about emergency events by email or text. All NYC schools are required to follow the General Response Protocol. All faculty members have been trained to respond in an emergency incident. Emergency drills (evacuation and lockdown) are performed several times over the course of the year so that students and staff can practice what to do in the event of an emergency. Teachers prepare students to participate in

each type of drill. The training is designed to be age-appropriate and to ensure that students understand the importance of these drills.

### **Visitor Procedures**

Due to health restrictions, as of now (and subject to change), visitation to school buildings this year will be restricted to urgent/emergency matters. Meetings will likely need to be virtual. If you are asked to visit, you will need to wear a face covering and undergo a health screening.

### **Early Pick-Up**

If you have to pick up your child early from school, please inform your child's teacher in writing beforehand. When you arrive, sign in at security and check in at the office. We will bring your child to the office ready to leave.

### **Half-Day/Early Dismissal Days**

Some days during the school year call for an early dismissal. Lunch will be served on these days before dismissal.

### **Absences**

It is vital to school success that children are learning every day. However, we understand that absences may occur for a variety of reasons. Please call the office when your child will not be in school. You may be asked to provide a note if the absence is extended. Absenteeism becomes a part of a student's record. There will be no remote learning option when a child is absent. Missed work will be made up when the child returns to school.

### **Immunizations**

Student immunization records must be kept up to date, according to NYC Health Department guidelines. Failure to follow these policies will lead to your child being excluded from school. This policy is for all students, even those just coming back from the fully-remote setting.

### **Dress Code**

No uniforms or strict dress code will be mandated at PS 527. However, all students and adults in the school should always dress appropriately and safely. It is highly recommended that you label outer garments with your child's name (you can write it on the tag). This will help us to return any lost or misplaced items.

## **Lunch**

Families may choose to send their child to school with a lunch prepared at home. Please label the lunch bag with your child's name. Children also have the option to eat the school lunch (milk is included with this option). Students will eat lunch in the cafeteria, socially distanced with proper ventilation. Lunch is free for all NYC school children.

## **Allergies**

Due to severe food allergies with some of our students, proper precautions will be made to ensure that students are not exposed to harmful food products. Avoid sending your child to school with any nuts or nut butters. We respectfully ask all families to cooperate and help us educate the children for the safety and well-being of all.

## **Recess**

All students will have recess each day, either on the rooftop or the gym. Students will be with members of their grade. Students need to exhibit proper safety at all times during this play period.

## **Electronics and Toys**

Students who bring electronics and/or toys to school do so at their own risk. Lost, broken, or stolen items are not the responsibility of PS 527 or its staff. Cell phones are to be shut down and stored away during the entire school day. Failure to comply will result in the items being confiscated by office staff.

## **Birthday Celebrations**

Families may send in treats to school for a child's birthday. Teachers will explain what kind of treats and how to send them. As of now, we cannot allow adult visitors for the birthday celebrations in-person, but teachers will do their best to make a virtual option.

## **Chain of Command-Communicating with School**

When communicating with your child's school, it is best to follow these protocols:

- For any classroom concerns or individual concerns about your child, please email the teachers directly. Allow 24 hour response time during the school week.
- For attendance questions, or reporting an absence or lateness, contact Analisa Perez at 212-828-2710 or [aperez53@schools.nyc.gov](mailto:aperez53@schools.nyc.gov). Leave a voicemail if necessary.
- For questions about safety and social/emotional development, contact Guidance Counselor Mary Polito at [mpolito@schools.nyc.gov](mailto:mpolito@schools.nyc.gov).
- All other concerns may be addressed to Parent Coordinator Jennifer Ludwig at 212-828- 2710 or [jludwig2@schools.nyc.gov](mailto:jludwig2@schools.nyc.gov).

### **Additions to Family Guide**

Additions will be made to this guide from time to time. Please refer to this guide when needed.