

Dear Presentation Family,

I am thrilled to begin welcoming our students back to campus! This guide is meant to help you learn and understand more about some new procedures to welcome your child(ren) back to our campus. We have been preparing for some time how to bring our students back to campus in a risk mitigating and safe way.

In this guide you will find a variety of information, including daily screening checks for home, drop off and pick up procedures, a form for you to sign in order to bring your student back to campus learning and much more.

Throughout our process, we are guided by our values and mission and seek to live out our values during this pandemic as much as ever before.

### GUIDED BY OUR MISSION...

We are committed to continuing to provide a superb educational experience in a way that fulfills our mission. To that end, we are guided by our core values of Love, Learn and Lead as we forge a path forward:



Thank you for your dedication to our mission and helping us keep our campus safe by adhering to the guidance in this guide.

Sincerely,

Jackie

### TPS DAILY CHECKLIST BEFORE DROP OFF

- Have you, anyone in your household, or a close contact had prolonged cough, fever, flu-like symptoms or been diagnosed with COVID-19 within the last 14 days?
- Do you, anyone in your household, or a close contact have a fever, cough, and/or shortness of breath? For children and adults, fever is 100.4 degrees or above using a forehead thermometer. (Children should not be sent to school if they have a temperature of 100F or higher.)
- Do you, anyone in your household, or a close contact have any other signs of communicable illness such as a cold, flu, rash, or inflammation?
- Do you, anyone in your household, or a close contact experienced diarrhea or vomiting within the last 24 hours?

**If you answer 'yes' to any of these questions, then please keep your child at home and call Mrs. Meaghan Hengehold, Emergency Service Coordinator at TPS. 707-935-0122**

If you believe you or a member of your household **has potentially been exposed to COVID-19, you are required** to notify our Emergency Service Coordinator, Meaghan Hengehold.

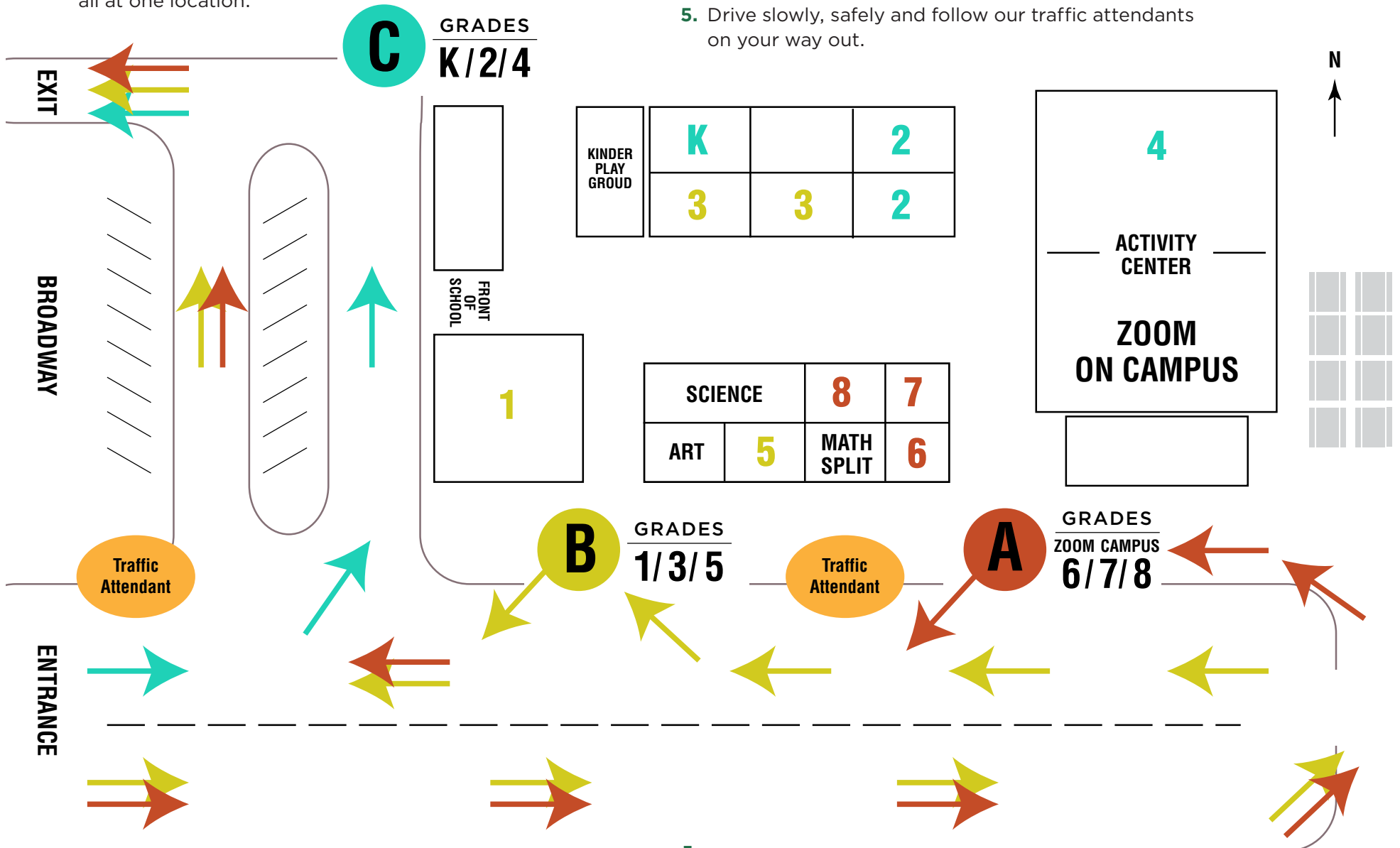
Please inform Mrs. Hengehold of the amount of time you intend your child to be home in isolation and she will arrange for your child's school materials to be sent home. Sonoma County recommends the following:

- If you test positive for COVID-19 by a viral test, know what protective steps to take if you are sick or caring for someone.
- If you test negative for COVID-19 by a viral test, you probably were not infected at the time your sample was collected. However, that does not mean you will not get sick. The test result only means that you did not have COVID-19 at the time of testing.
- If you test positive or negative for COVID-19, no matter the type of test, you still should take preventive measures to protect yourself and others.

The below diagram shows how drop off and pick up should work when all students are back at school.

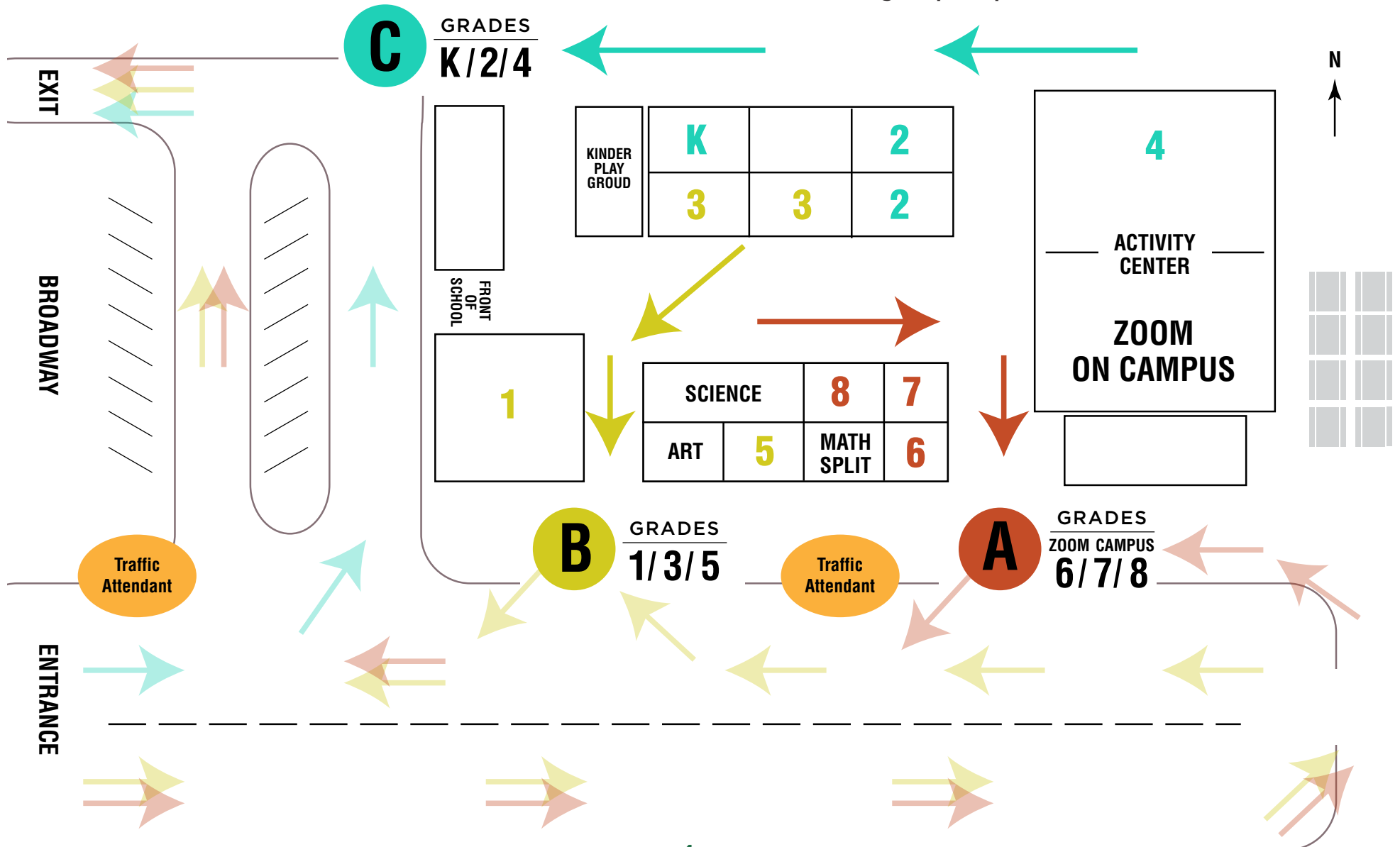
**Note: Different grades may come back to campus on different dates according to what is allowed by the county of Sonoma.**

1. Students should exit vehicles wearing their face coverings.
2. If there is more than one child in your family/vehicle, please drop each child off at the appropriate drop off location, not all at one location.
3. Temperatures of students will be taken when they exit their vehicles at the appropriate drop off spot on campus.
4. Parents, please remain in your vehicles.
5. Drive slowly, safely and follow our traffic attendants on your way out.



1. Upon entry to school, please report the name and grade of students you are picking up.
2. Follow the morning drop off route to arrive at the correct Drop Off/Pick Up location(s) for your student(s).
3. Please stay in your vehicle as you wait for the student.
4. Drive slowly, safely and follow our traffic attendants on your way out.

The arrows along campus indicate the path students will take to their assigned pick up locations.



Kindergarten <b>C</b>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 10:40	Bathroom Break
10:40 - 11:30	Class
11:30 - 11:40	PE/Yoga/Read*
11:40 - 12:25	Lunch
12:25 - 1:10	SS/Science/Faith
1:10 - 1:20	Prepare for Pick Up
Bathroom =	In class
Recess =	Kindergarten

1st Grade <b>B</b>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 10:40	Bathroom Break
10:40 - 11:40	Class
11:40 - 12:25	Lunch
12:25 - 12:35	PE/Yoga/Read*
12:35 - 1:20	SS/Science/Faith
1:20	Pick Up
Bathroom =	In class
Recess =	

2nd Grade <b>C</b>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 10:40	Bathroom Break
10:40 - 11:40	Class
11:40 - 12:25	Lunch
12:25 - 12:35	PE/Yoga/Read*
12:35 - 1:20	SS/Science/Faith
1:20	Pick Up
Bathroom =	Back of LS/US
Recess =	

3rd Grade <b>B</b>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:15	Class
10:15 - 10:25	Bathroom Break
10:25 - 10:40	Recess
10:40 - 11:40	Class
11:40 - 11:50	PE/Yoga/Read*
11:50 - 12:35	Lunch
12:35 - 1:20	SS/Science/Faith
1:20	Pick Up
Bathroom =	Back of LS/US
Recess =	

4th Grade <b>C</b>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 10:40	Bathroom Break
10:40 - 11:40	Class
11:40 - 12:25	Lunch
12:25 - 12:35	PE/Yoga/Read*
12:35 - 1:20	SS/Science/Faith
1:20	Pick Up
Bathroom =	AC
Recess =	

**NOTES:**

- \* Time used at the discretion of each lead teacher.
- \*\* Specialist Classes are postponed for in-person learning. Independent, at home project based learning will be assigned monthly.

5th Grade <span style="float: right;">B</span>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:15	Class
10:15 - 10:30	Recess
10:30 - 10:40	Bathroom Break
10:40 - 11:40	Class
11:40 - 12:25	Lunch
12:25 - 12:35	PE/Yoga/Read*
12:35 - 1:20	SS/Science/Faith
1:20	Pick Up
Bathroom =	Behind Library
Recess =	Basketball court

6th Grade <span style="float: right;">A</span>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:15	Class
10:15 - 10:25	Bathroom Break
10:25 - 10:40	Recess
10:40 - 11:40	Class
11:40 - 11:50	PE/Yoga/Read*
11:50 - 12:35	Lunch
12:35 - 1:20	SS/Science/Faith
1:20	Pick Up
Bathroom =	Behind Library
Recess =	Basketball court

7th and 8th Grade <span style="float: right;">A</span>	
8:30 - 9:00	Drop Off
9:00 - 9:25	Homeroom
9:25 - 10:20	Class
10:20 - 10:30	Recess
10:30 - 10:40	Bathroom Break
10:40 - 11:40	Class
11:40 - 12:25	Lunch
12:25 - 12:35	PE/Yoga/Reading
12:35 - 1:20	SS/Science/Faith
1:20	Pick Up
Bathroom =	Behind Library
Recess =	Basketball court

**NOTES:**

\*Time used at the discretion of each lead teacher.

\*\*Specialist Classes are postponed for in-person learning Independent, at home project based learning will be assigned monthly.

## Distance Learning Schedule beginning on October 21.

This schedule applies to all grades who are in DL mode at any time after reopening.

Distance Learning All Grades	
9:00 - 9:25	Homeroom
9:25 - 10:20	Class
10:20 - 10:40	Stretch Break
10:40 - 11:35	Class
11:35 - 12:05	Lunch
12:05 - 12:35	Small Group /Ind.
12:35 - 1:30	SS/Sci/Faith
1:30 - 2:00	Homeroom
2:00 - 2:30	Office Hours

## AT HOME LEARNING AFTER CAMPUS REOPENING

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If your student's class has been allowed back on campus, but your family is not yet prepared to re-integrate your student to on-campus learning, please register here for At home Learning. At Home Learning allows your student to continue staying in class via Zoom and include a weekly-check-in with the class teacher to answer questions and receive individualized feedback.

### At Home Learning Registration

## AT HOME LEARNING GUIDANCE

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- Encourage your child to practice stretches or yoga during scheduled breaks to keep them sound in body and mind.
- Remind your child to log on for a private, weekly check-in with the class teacher to answer questions and provide individualized support.
- As you already know, learning from home is an adjustment. Encourage your child to write an email to the teacher (or help your child explain the challenges to the teacher to help work out the kinks of learning at home. You'll be a great help to your student if you help them self-advocate to the teacher! We recommend you give it a try for two weeks before you consider a return to school.

## REQUEST FOR ON CAMPUS ZOOMING DURING COHORT LEARNING

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Complete this [request for on campus zoom](#) to apply for full-time on campus learning when our cohort/alternating on campus schedule begins. If your student is approved for on campus zooming, they will be proctored in the activity center for zooming in. Remember that students will be given preference for the limited space available based on their fulfillment of the following three criteria:

- Students whose parents work outside the home/no "at home" parent available,
- Students whose learning needs are better met under supervision of a teacher, even when zooming in from the activity center, and/or
- Students who have a sibling in LS.

## FAMILY RESPONSIBILITY

We are in this together. Please follow all county and state regulations and CDC guidelines. The clearest path back to in-person learning on our beautiful campus is for the virus to be contained. Help keep Napa and Sonoma counties safe and help us return to school. Wear a mask. Social distance. Stay at home as much as you can.

## COVID INFORMATION

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- To keep our community safe, we, The Presentation School, reserve the right to exclude students from on-campus learning if we believe that your student's inclusion does not support our community risk mitigation plans. Please follow local, state, and CDC guidelines. Thank you for your continued support and care for our community!
- Additionally, we need a variety of forms from you before we can welcome your child back to school. The requirements include:
  - Update your Magnus Health Account. [Update here.](#)
  - Update [Beehively](#) contact information. We cannot allow your child on campus if we do not have working phone numbers for parents in their child's profile.
  - Handbook signature page
  - Counseling Release Forms
  - Sign and return the COVID Waiver & Assumption of Risk form.



### CDC INFORMATION

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- List of COVID-19 Symptoms:  
Find the most up to date information here.
- Guidance on Community Exposure:  
What to do if you think you've been exposed.

### SONOMA COUNTY COVID INFORMATION

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- County Information:  
<https://socoemergency.org/>
- Testing Sites:  
Find a testing location here.
- Questions or Concerns? Call 2-1-1 or text your zip code to 898-211
- Sonoma Valley Hospital:  
COVID information

### NAPA COUNTY COVID INFORMATION

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- County Information:  
Napa Testing