



Tom Reed-Swale, Principal Bethany Community School

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August 25, 2020

BCS Families,

I hope this letter finds you doing well. BCS staff have been here working hard to get the building and classrooms ready to go for next week. As we receive new requirements and guidance from the state and as we create manageable plans based on those requirements and guidance, there are several updates to share with families.

As before, please consult our [BCS Reopen Website](#) for greater details of all communications and plans. The State of Connecticut also has [a great deal of information here](#). There are quite a few updates below. As with anything during these times, this is sent with the best information we have **at this time**. Based on changes from the Governor, the Federal Government, or health officials, our plans may change.

Important Dates:

- **Thursday, August 20th - August 27th:** Staff Professional Learning Days. We are taking this time to ensure that all staff are prepared for the reopening of BCS.
- **Friday, August 28th:** Chromebook and Go Bag pickup for all Remote Learning students 10:00 a.m. to 12:00 p.m. at the bus canopy.
- **Monday, August 31st:** In-Person Orientation - Student last names A-K. Early dismissal.
- **Tuesday, September 1st:** In-Person Orientation - Student last names L-Z. Early dismissal.
- **September 2nd-4th:** All in-person and remote students attend. Early dismissal days.
- **September 8th-11th:** All in-person and remote students attend. Full days.

Additional Updates:

- **Remote Chromebook and Go Bag Pick Up - On Friday, August 28th from 10:00 a.m. to 12:00 p.m.,** BCS will have Chromebooks and Go Bags ready for all Remote Learning students. When you arrive, please drive up to the bus canopy and stay in your car. Prior to arriving, please ensure that you have completed our [Acceptable Use Policy \(AUP\) on the Parent Portal](#) which is required to receive your BCS Chromebook. Additionally, we suggest you strongly consider the device insurance policy as these devices will get heavy use both at school and home. Device repair cost without insurance will be the sole responsibility of that family.



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- **Lunch Monitors Needed** - We need your help. If you can be available regularly between the hours of 11:00 a.m. and 1:00 p.m., BCS needs to fill a Lunch Monitor position. Please [use this link](#) to apply or share it with someone who is interested.
- **Additional Lunch Procedures** - For any student choosing Remote Learning, they have the option to order lunch through the cafeteria. This meal must be ordered through the main office by 9:00 a.m. and will be available for pick up outside the cafeteria under the bus awning at 12:30 p.m. Please [use this link](#) to make an online lunch order for Remote Learners.
- **Staggered Start:** As stated in our previous update, we will utilize our Hybrid Model A/B groupings for our first two days. 8/31 will be an A Day and 9/1 will be a B Day. September 2nd-4th will be all students. These first five days will all be early dismissals. Starting on September 8th, we will have all students attend full days.
- **Bus Lists, Routes, and Procedures** - Our bus lists and routes can be found [using this link](#) and selecting the “2020-2021 Bus Routes” drop down menu. Please note that we will load the buses back to front and will unload from the front to the back. Students will be seated with siblings whenever possible and all students will have an assigned seat. For the first week of school, we will have bus monitors riding the morning and afternoon routes to support the seating assignments and to help students meet expectations.
- **Student Pick Up Procedures** - Any changes to student dismissal needs to be to the office by 2:00 p.m. After 2:30 p.m., all students will be dismissed from the gym and not the main office. The only exception to this is unforeseen emergencies. We cannot accommodate families dismissing 10-15 minutes early from the office as we prepare for regular dismissal. Please plan accordingly. Additionally, any adult who arrives for a student dismissal, even during the day at the main office must stay outside the building. Students will be dismissed to family members outside of the building.
- **Visitor Protocols** - Visitors to the building will be limited to the following situations: scheduled meetings like 504s and PPTs, scheduled meetings with Mr. Reed-Swale, scheduled contractors. Any visitor that enters the building will need to fill out a BCS COVID Questionnaire, use our thermal camera and have a temperature of less than 100.0 degrees fahrenheit, wear a mask, and will be expected to travel directly to the location of their meeting and leave immediately after. We realize that this makes it hard to be as welcoming as we would like, but it is a necessary set of protocols to ensure the safety of everyone in the building.
- **BCS Reopen Videos** - We will have several videos available for families soon that will showcase our new procedures. These will be a great way to review expectations and will support those visual learners at our school.



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- **Notes To The Office** - Whenever possible, please do not send in paper notes. Please use the office@bethany-ed.org email to get us critical information for your child as that will ensure that your message gets to all three staff members in the BCS Main Office.
- **Nurse Protocols** - To ensure that students are getting the care they need while limiting the number of students unnecessarily walking through the hallways or entering the nurse's office, we are setting up a series of protocols regarding student needs. Immediate student needs that can be handled with minor first aid (paper cuts etc.) will be managed at the classroom level by teachers. Persistent student concerns (headaches, stomach aches, etc.) will be sent to the nurse and she will conduct rounds twice a day to check in on students. Students with immediate medical needs or COVID-like symptoms will be sent immediately to the nurse's office. This means that students may need to wait a little bit longer than normal to be seen by the nurse. It is necessary to ensure safety throughout the building.
- **PreK Masks** -Based on the most recent [guidance from the CDC](#) and the State of Connecticut and in consultation with our local health officials, all students who are over the age of two (2) must wear a mask at all times during the school day. There will be times for mask breaks built into the day for all students. Please start practicing with your PreK student now so they can be successful when we start next week.
- **Remote Learning Plan** - [Use the following link](#) to access our Remote Learning Plan. We still have several families who have not responded to our survey, calls, or emails to let us know if their child is returning in-person or will choose Remote Learning. We need that information from you immediately so that we can appropriately prepare for the first day.
- **Quarantine Guidelines** - [Based on Addendum 5](#) from the state of Connecticut, there are specific expectations for BCS to follow in consultation with our public health experts in order to maintain the safety of everyone in the building.

Each new day brings new information and new challenges to overcome. We appreciate your support as we continue to work tirelessly to ensure that we keep the students of BCS safe, emotionally supported, and provide them the best possible education.

Please feel free to contact me via email treed-swale@bethany-ed.org or on my cell phone 860-933-2381 if you would like to discuss it further.

All the best,

Tom Reed-Swale