

# CHERRY HILL PRIMARY BUILDING PROTOCOLS

## 2021-2022



Our greatest beliefs are that students benefit most when working in a school with a teacher and being around their classmates. Please understand, as much as we are trying to keep all of the policies, procedures, and practices the same, some may vary from building-to-building as well as district-to-district. These decisions have been made based on what we feel is best for our students, families, and staff specifically at Cherry Hill Primary. This year we will NOT be providing our Washington Court House Remote Learning Academy. All students will be attending Cherry Hill every day.

### CLOSED CAMPUS SAFETY POLICY

Cherry Hill Primary will be a “closed campus” for both safety and security of all students and staff. It is our district-wide school policy that parents and visitors are **not** permitted inside the school building. In our front entry area there is a plexiglass window between our administrative assistants and guests that will be used during the school day. We encourage parents to call ahead if you are planning on coming to the school. Exceptions will be made for those that are healthcare professionals, provide itinerant services, outside counseling or those visiting for emergency situations.

This year birthday and holiday celebrations can take place only through sending individually packaged items in your child’s bookbag. Birthday/holiday items are NOT permitted to go through the main office. Please notify the teacher ahead of time that your child will be bringing something in their book bag to celebrate their big day and/or holiday. Parents and/or guardians will NOT be permitted inside the building to celebrate their child’s birthday and holidays due to our closed campus policy.

More Information about school events will be determined at a later time.

## HEALTH AND SAFETY

- All students will have their temperatures taken by staff members after entering the building in their classrooms. Any student with a temperature over 100.0 degrees will be immediately sent to the clinic to be evaluated by the school nurse.
- Any student with a temperature over a 100.0 degrees and/or COVID-19 related symptoms will be immediately escorted to the school nurse and will be provided a paper mask to wear.
- Parents may be notified to come to the office main lobby doors so that an expedited pickup can occur and must be available to pick their child up when notified. If pickup cannot occur the school will notify the transportation department, which may provide transportation home for the student.
- Parents will be required to keep all contact information current. To update contact information please log into OneView <https://washingtonch.esvportal.com/Login.aspx>
- Any student sent home will be documented so that the buildings can monitor re-entry. Any student sent home with a fever will need to be fever free without medication for 24 hours.
- Any student sent home with COVID-19 like symptoms are strongly encouraged to have a doctor's note explaining their symptoms.
  1. Quarantine for a time to be determined by the FCHD.
  2. Any student put into quarantine will have work provided to that student by their teacher either through Google Classroom and/or paper and pencil.

## HOW TO HELP FROM HOME

Cherry Hill Primary encourages screening your child for any illness and/or COVID-19 symptoms before leaving for school each day. Parents are encouraged to incorporate daily self-assessments into their morning routine. Any Little Lion exhibiting symptoms of COVID-19 are prohibited from coming to school and will be sent home immediately. These symptoms are as follows:

- A fever of 100.0 F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

## PROTECTIVE EQUIPMENT AND MASKS

By order of Governor DeWine any PreK-12 student that rides the bus will be **required** to wear a face-covering (mask) unless they are unable to do so for health or developmental reasons per CDC guidance. Single-use face masks and/or regular cloth face masks should be changed regularly to ensure the cleanliness of the mask and to protect the student and staff. Families can assist the schools with relaying the importance of wearing masks and CDC guidelines by talking with their students before their return to school about these safety precautions. We are asking parents who can provide masks for their children to bring one to school each day. A mask will be provided for those students who do not have one.

While your child is in our building they do not need to wear a mask unless this is something you feel they need. This could change if any additional state mandates are required and we will update our policies and respond accordingly if needed.

## SAFETY IN THE BUILDING

**Classroom Procedures** - In every classroom:

- Students will be required to frequently wash/sanitize their hands during the school day.

**Hallway Movement** - Students will move in a single file line in the walking path on the right hand side of the hallway and will be socially distanced as best as possible.

**Recess** - Students will be permitted to go outside to recess when the weather permits. All three playground spaces will be utilized, including the two fenced in playgrounds and the blacktopped playground area and will be monitored by Cherry Hill Staff Members.

**K-2 Specials Expectations** - Students will have a special's class every day on a 5-day rotation, A-E days. Special classes will include Library, Music, Art, Phys. Ed. and Tech Lab. Classes may be held in the special's rooms or if weather permits may be held outside. Special's teachers will clean their rooms before and after each class with the help of their students.

### **Breakfast/Lunch Protocol**

Breakfast and lunch will be free for all students who choose to eat at school this year. Parents are still being encouraged to fill out the Free/Reduced Lunch forms that will be provided at the beginning of the school year.

Breakfast - Breakfast will be delivered to all Cherry Hill Classrooms for all students. Students will sanitize/wash hands/space before eating.

Lunch - Lunch will be held in the cafeteria this year. Students will sanitize/wash hands before eating.

Students may bring their own lunch from home. Microwaves will not be available.

Clean up - Students will sanitize/wash hands after eating.

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**Restroom Protocol-** "Wash IN Wash OUT" - As students enter the restroom, they will wash their hands in advance of entering a stall and will wash their hands after exiting the stall. Kindergarteners will have the option to use the restroom in their classrooms.

## UPDATING YOUR CHILD'S INFORMATION

It is vital that you take the time to review your information and make any updates or changes that you may have in our online OneView registration system (<https://washingtonch.esvportal.com/Login.aspx>).

This is our way of getting in contact with you for any reason and it is very important that all your information is up to date. If you feel that you do not have any changes, you will still need to login to OneView and review the current information and **SAVE and SUBMIT** it so that our secretaries know that what we have on file is up to date. If you have any questions or need any assistance feel free to contact the office at 740-335-3370 and speak to one of our secretaries. **Parents of kindergarten students need to contact their child's teacher or school office directly to make any changes.** It is important that we have everything completed if you have not already done so.

### **Student Enrollment**

After completing the online enrollment form, please submit the required documents listed below to Tricia Underwood either by email: [tricia.underwood@wchcs.org](mailto:tricia.underwood@wchcs.org), fax: 740-335-2897, or mail to Cherry Hill Primary 720 Oakland Ave. WCH, OH 43160.

- Student's Birth Certificate (certified copy)
- Student's Current Immunization Records from the Fayette County Health Department
- Parent's ID or Current Passport
- Parent's Proof of Residency (Deed/Building Permit, Rental Agreement, Tax Statement, Voter registration card, Mortgage, Telephone Bill, Utility Bill, Parent Affidavits)
- Student's Custody Documents (If applicable)
- Student's IEP/ETR or 504 Plan (If applicable)

## ENTRY TO CHERRY HILL PRIMARY

**Walkers** - Students choosing to walk to and from school may do so with parent permission. Walkers will be allowed to enter the building at 8:15 am through the gym doors. **Walkers are considered students who live within walking distance of the school and parents must sign a Walker Approval Form to be kept on file in the office.**

**Drop Off Procedures** - Parents dropping their child off to school will do so at the cafeteria doors located on the parking lot side of the building. Parents need to pull up along the sidewalk in front of the building as far as they can and let their child out. This will help to reduce traffic congestion in the morning. Students are to be let out of the car on the sidewalk side and are not to be dropped off in the parking lot to cross the driveway due to safety concerns. Parents are asked to pull out immediately so that traffic flows smoothly. Students will be allowed to enter the building at 8:15 am. **All students must enter the building by 8:45 am to avoid being tardy.**

**Bus Riders** - There will be one drop off location for buses which is located on the blacktopped playground area. Buses are being staggered to help eliminate student congestion while entering the building.

**Walking Students to Their Room** - It is school policy that parents are **not** permitted to walk their child to their classroom. Due to our closed campus policy parents are only allowed to walk their child and/or children to the cafeteria door. If your child is having a difficult time separating please contact the office as soon as possible. This policy is intended to help keep our students and staff as safe as possible and we appreciate your cooperation in maintaining a safe school environment.

## EXIT FROM CHERRY HILL

**Pick-Up Procedures** - Parents who are picking their child up in the afternoon will be required to come to one of three doors to pick their child up. Separate pick-up locations have been established for each grade level. Second graders will be picked up at the doors between the playgrounds on the Oakland Avenue side of the building. Please make sure your child is being picked up by an adult using walking feet while going down the stairs to ensure that your child is safe. First graders will be picked up at the cafeteria doors and Kindergarteners will be picked at the gym doors. **Doors will not be unlocked and parents will be required to wait outside.** Students will be dismissed from all locations beginning at 3:00 pm.

**Bus Riders** - Students riding the bus to and from school will follow their transportation schedule the first day of school. Parents will receive forms during orientation to fill out indicating how their child will arrive to and dismiss from school for the remainder of the school year. It is extremely important that you send information with your child for the first day

indicating where they are to go after school if their dismissal routine is different than how they arrived. Parents are also asked to be patient as busses tend to run late the first several weeks of school while picking up and dropping students off. Busses could be as much as 30-45 minutes off schedule for the first several days. Preschool and Kindergarten parents are asked to make sure they are standing outside while waiting for the bus to arrive, both before and after school.

## LEARNING MANAGEMENT SYSTEM & CURRICULUM

There may be certain times your child's teacher might have live sessions (synchronous) and recordings (asynchronous) to provide opportunities for growth in and out of the classroom. This information can be found in your child's Google Classroom and/or Canvas page. School Chromebooks are not monitored in real-time, however, the safety protocols that are installed on Chromebooks will not allow students to visit certain websites.

## COMMUNICATION

Our teachers, counselors, and administrators are accessible. Please don't hesitate to reach out to teachers for support through their school email and/or telephone. It is important that all issues are communicated so that we can help partner with you to make your child's learning experience successful. We can help you with both social-emotional issues as well as academic issues. Please know that we will always do our very best to keep your child safe and place their best interests at heart while at Cherry Hill. If you need someone, please reach out to us. We are here for you and your child.

Thank you for your continued support!

Principal: Craig Maddux  
[craig.maddux@wchcs.org](mailto:craig.maddux@wchcs.org)  
740-335-3370 Extension 1811

Assistant Principal: Megan Anderson  
[megan.anderson@wchcs.org](mailto:megan.anderson@wchcs.org)  
740-335-3370 Extension 1711

School Counselor: Amy Vernon  
[amy.vernon@wchcs.org](mailto:amy.vernon@wchcs.org)  
740-335-3370 Extension 1309